INDEX

ACCESSING CM/ECF

The CM/ECF system is a web based software program. CM/ECF court users process cases through the Federal Courts' internal web site, while attorneys and other public users will submit pleadings and view case data from the internet. Both court and external users have different levels of access to screens via menu selections and functionality as determined by their needs.

STEP 1 To access the court web site, open Netscape Navigator or Internet Explorer and enter the URL (address) of the court's computer in the browser's location field. **www.mdb.uscourts.gov (See Figure 1).** Familiarity with browser navigation and functionality is recommended for successful and efficient use of this system.

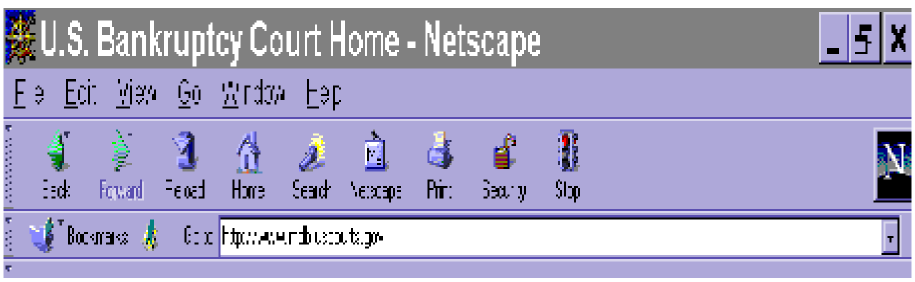


Figure 1

NOTE: For quick access to this site in the future, set a bookmark or create a button on your navigation bar, **(See Figure 1).**

The Back button **(See Figure 2)** on your Netscape navigation bar can be used to back up in case processing or queries at any time. You will find that the Back button and the Forward button **(See Figure 2a)** will allow you added flexibility in case processing .

Figure 2

Figure 2a

– Click on CM/ECF Bookmark and then the drop down menu "General Info & More". Under the category CM/ECF "Your key to the Clerk's Office"

– Click on **Training Database Login**. **(See Figure 3).**

Figure 3

STEP 2 The **CM/ECF CERTIFICATE NAME CHECK** screen may display next. You will see a security screen similar to **(Figure 4).**

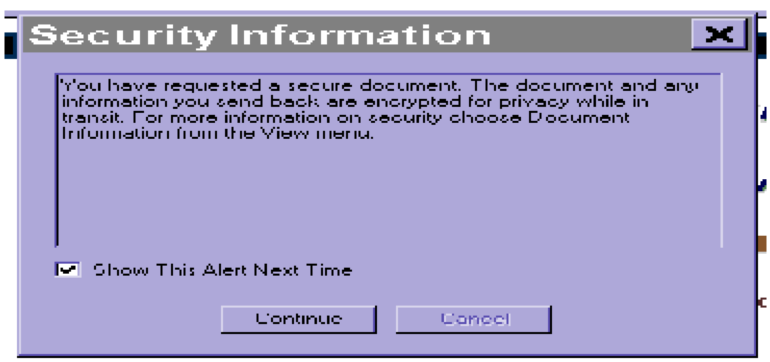


Figure 4

– Read the security information
– Click **[Continue]**

STEP 3 District of Maryland-Document Filing System Screen will appear

— Click on District of Maryland-Document Filing System **(See Figure 5)**

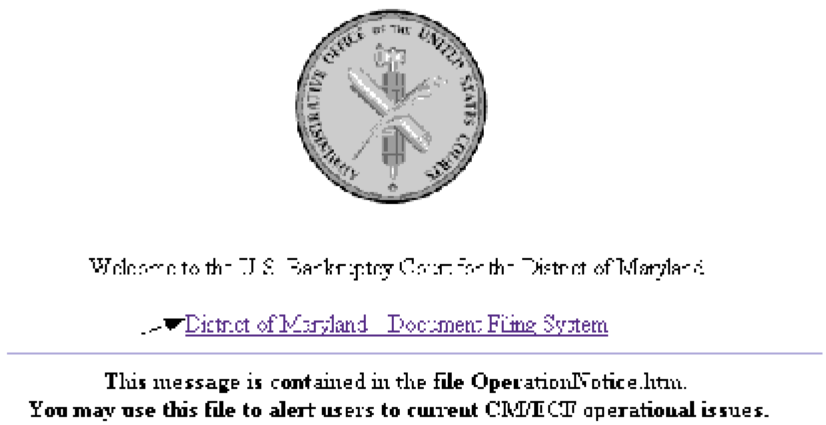


Figure 5

STEP 4 Logins and Passwords for Public Access

Internet users (attorneys, trustees, and in some courts, certain creditors) will use two sets of logins and passwords; one for CM/ECF filing and the other for Public Access to Electronic Records (PACER) to access information for queries and reports. Registered Internet users will see a login screen as pictured below. Participants will initially enter their CM/ECF login and password which has been issued by the court on this screen. This login and password allows electronic filing of documents, not access to reports or queries. Your **Login** and **Password** fields are case sensitive. A login of masonp should not be entered as MasonP or MASONP. The password cannot exceed 8 characters and should not include special characters (#,$,%). The **client code** field is optional and is used for PACER users to associate this activity to specific customers. If an error is made before submitting the screen, clicking on the **[Clear]** button will delete the data and allow you to reenter the information. This login screen will subsequently appear when web users select any report or query selection from a CM/ECF menu. All users are personally responsible for activity with their logins. Participants can also be given access to maintain their login and password, address and e-mail preferences. The PACER site offers free Internet access to a series of CM/ECF tutorials for attorneys and other web users through a series of Computer Based Training (CBT) modules. No login, password or charge is required for this feature. The lessons can be done at a PC in individual modules at the convenience of the student. Screens replicate the CM/ECF environment and are interactive. This resource is at http://www.pacer.psc.uscourts.gov/ecfcbt/ or may also be accessed by click on the pacer link from the CM/ECF area of the court's web page.

Bankruptcy case information on CM/ECF is available to the public through participating court Internet sites. For instance, the bankruptcy court in the District of Maryland can be accessed by typing this URL, **www.mdb.uscourts.gov,** for pacer the URL is http://pacer.mdb.uscoourts.gov/ in the Location Box of your browser. A PACER login for each court user is necessary for access to reports and queries. Inquiries can be made through Public Case Query which provides search capabilities by case number or name. PACER gives participants access to a CM/ECF court calendar, a cases report, claims register, creditor matrix and case docket sheets. This information is current and is updated with activity in real time. CM/ECF registered users can subscribe to electronic notification of any filing on any case within the district. These notices are received through the participants e-mail program. Notices can be monitored throughout the day or by requesting a daily summary of activity of all the cases they have signed up for. Every user can access a copy of the document that has been filed **once without charge.** It is advisable to save or print this file. Subsequent requests through the document's hyperlink will produce the standard PACER login screen.

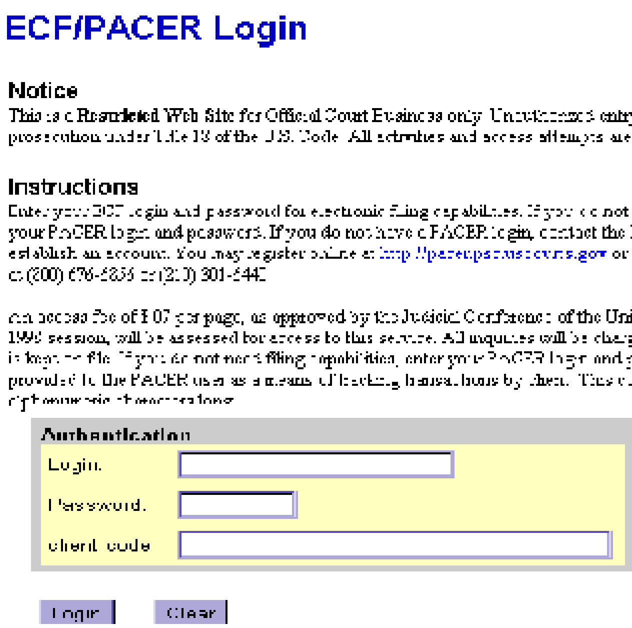


Figure 6

- Enter Login and Password
- Click **[Login]** to continue

STEP 5 The CM/ECF Main Menu screen displays **(See Figure 7)**

Figure 7

Access to the various modules are provided by the blue Main Menu Bar at the top of the screen. Each selection is a hyperlink to another set of options or hyperlinks allowing participants to file documents, query, view or print a docket sheet, generate reports or maintain the system. This menu is also used to exit the system. The preferred method to exit CM/ECF is to click the **Logout** hypertext link on the CM/ECF Main Menu Bar

BANKRUPTCY CASE OPENING

This module will demonstrate the steps to take to open a new bankruptcy case in the CM/ECF system. Schedules and Statement of Financial Affairs should be filed as part of the voluntary petition. If the Voluntary Petition Schedules and Statement of Financial Affairs **The size of the document must not exceed 1.5 Megabytes, approximately 25 Scanned Pages or 300 pages converted from word processing software. Break documents larger than 1.5 Megabytes into separate attachments that are 1.5 Megabytes or smaller.**

Attorney Disclosure of Compensation, Chapter 11, 12 and 13 Plan are to be docketed as separate events.

NOTE: All Documents with the exception on the Creditor Matric must be submitted as a PDF Document (Portable Document Format)

STEP 1 Click the **Bankruptcy** hypertext link on the CM/ECF Main Menu Bar.

STEP 2 The **Bankruptcy Events** menu displays.

- Click the Open a BK Case hypertext link.

STEP 3 The **Case Data** screen displays. **(See Figure 1)**

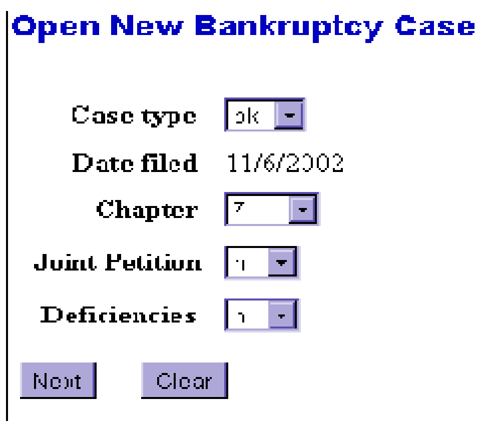


Figure 1

, The **Case Type** defaults to **bk**. This is the only option. No action is necessary

, The current date is displayed in the **Date Filed** box. This date cannot be changed. The file date of the petition will be the current date.

, Click the down arrow **–** to reveal the list of available **Chapter** options

NOTE The system defaults to Chapter 7.) Click to select the appropriate Chapter.

, Click the down arrow **–** to reveal the list of **Joint Filing** options. **NOTE**: The system defaults to ***'n'*** for no - meaning this is not a joint (husband and wife) filing. Accept the default, or click to select ***'y'*** to indicate that the filing includes both a husband and wife debtor

, Click the down arrow **–** to reveal the list of **Deficiencies** options. The system defaults to ***'n'*** meaning there are no deficiencies, and that this new filing contains all required documents. If any items are missing from the petition, change the **Deficiencies** box from ***'n'*** to ***'y'***.

NOTE: If **'y'** (yes) is chosen to indicate there are deficiencies in this filing, a deficiency screen will be presented later from which the missing items will be indicated.

, Click **[NEXT]** to continue

STEP 4 The **Search for a Party** screen displays. **(See Figure 2)**

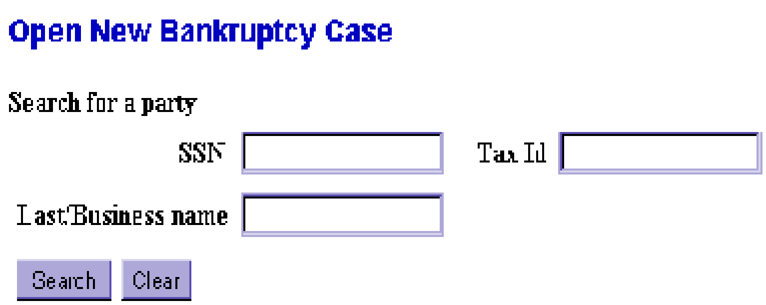


Figure 2

, The database must always be searched to see if the debtor(s) exist before a new party can be added.

, Type the Social Security Number, Tax Identification Number and/or Last Name or Business Name.

, Click **[Search]** to continue.

Search Hints:
% Enter one field of data for each search.
% Format Social Security Number or Tax ID with hyphens.
% Searching is case sensitive. (Smith not smith)
% Include punctuation. (O'Brien)
% Try alternate search clues if your first search is not successful
% Partial names can be entered
% Wild Cards (*) are not required at the end of search strings.

STEP 5 The **Party Search Results** screen displays. **(See Figure 3)**

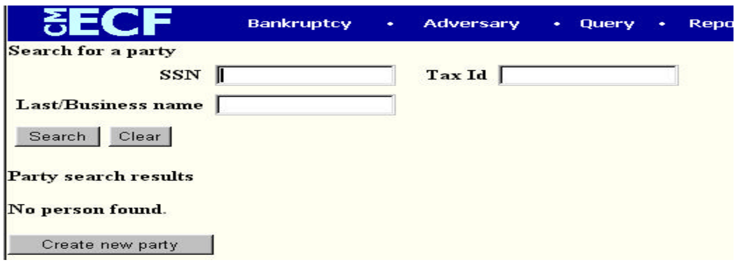


Figure 3

– If the system <u>does not</u> locate the party in the database based, a message will be displayed: **No Person Found**.
– Click **[Create new party]** to add the debtor into the system.
– Proceed to **STEP 6**. (If party found see below)
– If the system <u>does</u> locate the party in the database, a **Party search results** screen will display. **(See Figure 4)**

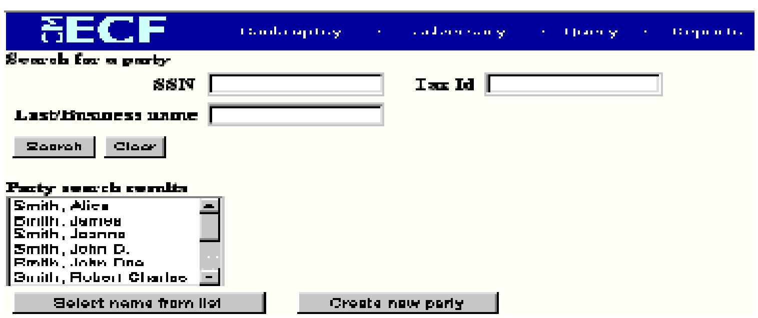


Figure 4

– Click the down arrow – to reveal the entire list of search results. Highlight the debtor name.
– Click **[Select name from list]**.
– Proceed to **STEP 7**.

<u>HINT</u>: If you are not sure if one of the parties shown on the **Party search results** is the debtor you are searching, highlight the name and click **[Select name from list]**. You will be able to verify the social security number on the following screen, and edit the address if required. However, if it is <u>not</u> the correct party, click the browser **[Back]** button, then click **[Create new party]** and proceed to **Step 6**.

STEP 6 The **Party Information** screen displays. **(See Figure 5)**

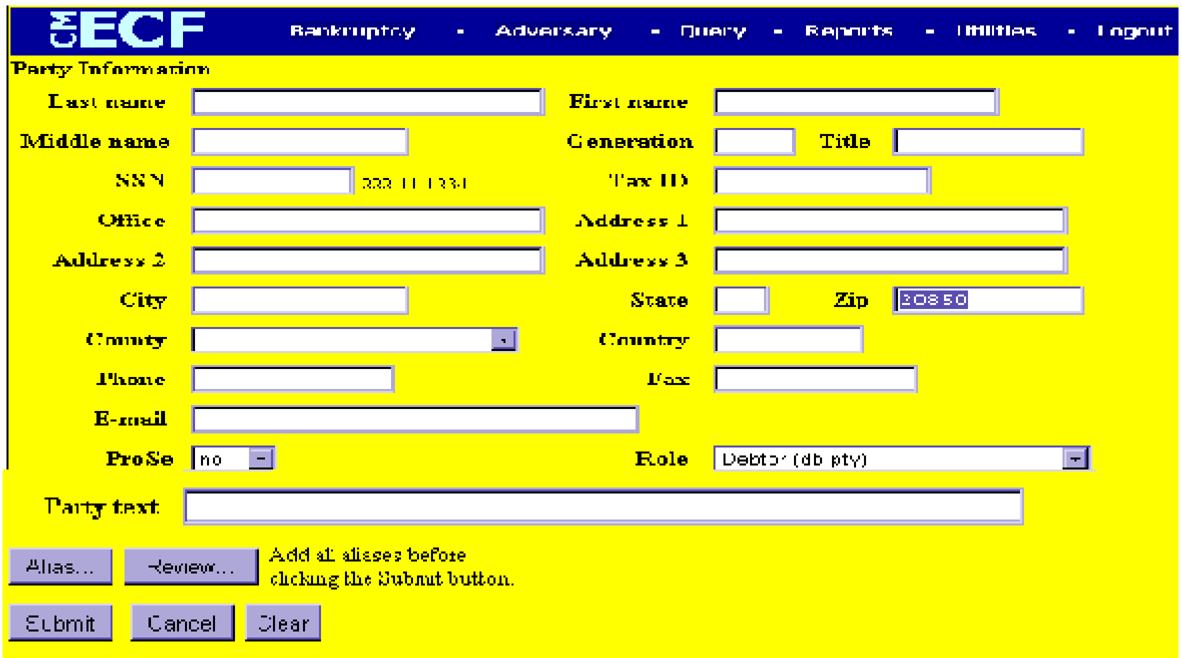


Figure 5

- As shown on the petition, enter the following information:
- Debtor's **Last name**.
- If the debtor is a business, enter the full business name in the **Last Name** field. (See **Party Text** bullet below.)
- Debtor's **First name**.
- Debtor's **Middle name**.
- Debtor's **Generation**, if applicable (Jr., Sr., III, II, etc.)
- Debtor's **Title**, if applicable (MD, PHD, etc.)
- **SSN** (Social Security Number), or **Tax ID** (if the debtor is a business).

- The **Office** box may be used to indicate the office name of a business debtor. Use **Address 1**, **Address 2** and **Address 3** lines to type the debtor's mailing address as shown on the petition.
- Type **City**, **State** and **Zip** information.

NOTE: It is not necessary to enter a country name, unless the country of the debtor's residence is <u>not</u> the United States.

- Click the down arrow – to reveal the list of **County** options. Click to highlight the county shown on the petition.

HINT: Type the first letter of the county name for a faster search.

Allegheny
Anne Arundel
Baltimore
Baltimore (City)
Calvert
Caroline
Carroll
Cecil
Charles
Dorchester
Frederick
Garrett
Harford
Howard
Kent
Montgomery
Prince Georges
Queen Annes
Somerset
St. Marys
Talbot
Washington
Wicomico
Worchester

- **Phone**, **Fax** and **E-Mail** information of the debtor is optional.
- The **ProSe** box automatically defaults to ***‘n’*** for no, meaning that the debtor *is not* representing himself. You will automatically be added as the attorney for this debtor by the CM/ECF system once the case is filed.
- Verify that the **Role** type of Debtor is highlighted. If not, click the down arrow **–** to reveal the list of role type options and select debtor.
- The **Party Text** box can be used to add additional descriptive nature to the debtor’s name. For example: If the debtor was General Foods Store, a division of General Motors Corporation, enter: *General Foods Store* in **Last name** field, and enter: *a division of General Motors Corporation* in **Party text** field.
- If this debtor has any aliases, click **[Alias]** to enter the alias information.
- The **Alias** screen displays. **(See Figure 6)**

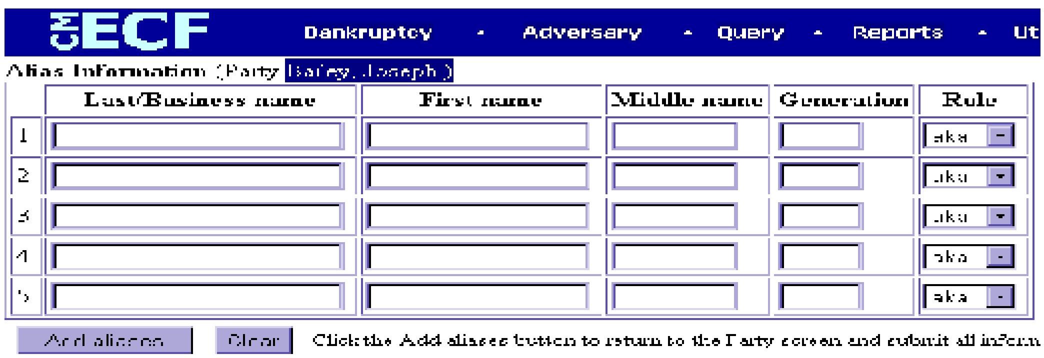


Figure 6

- Enter up to five aliases for this debtor.
- Click the down arrow **–** to reveal the list of options in the **Role** category. They are: aka (also known as), dba (doing business as), fdba (formerly doing business as) and fka (formerly known as.
- Click to select the appropriate **Role** type for each alias entered.
- Click **[Add aliases]** to submit.
- If you make a mistake during the addition of aliases, click **[Clear]** to begin again.
- If you have more than five aliases to add for this debtor, click **[Add aliases]** to add the first five. Then click **[Alias]** again to submit additional aliases. This may be done as often as necessary until all aliases are added to the system.

STEP 7 The **Party Information** screen displays again. (**See Figure7**)

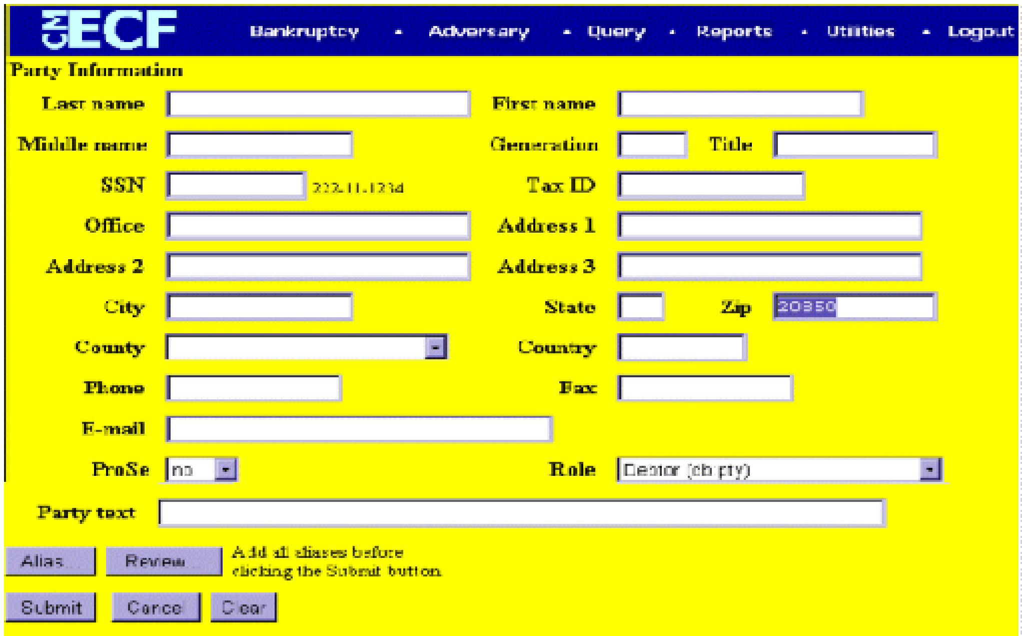


Figure 7

- Verify the debtor and alias information shown.
- Click **[Review]** to review the alias information. **(See Figure 8)**

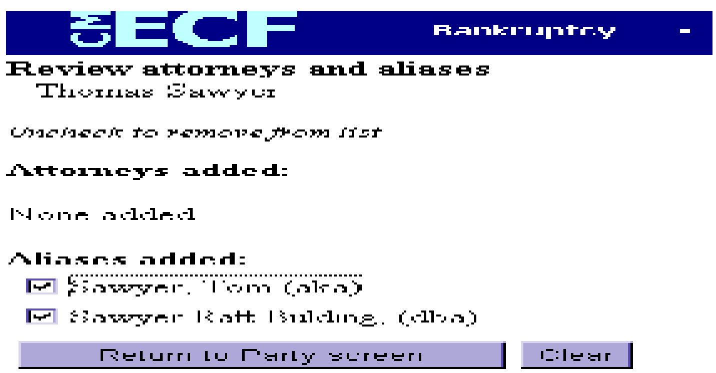


Figure 8

NOTE: This is where you must delete an incorrectly entered Alias. An alias cannot be edited. If there is anything incorrect about the alias entry, delete it here by clicking **[Clear]** to remove all checked aliases. Then select **[Return to Party screen]**, and click **[Alias]** to re-enter the correct alias information.

- You will note that in the **Attorney(s) added:** section this message **None added.** will display. CM/ECF knows who you are, based upon your attorney login, and will add you as the attorney for the debtor.
- Click **[Return to Party screen]** to continue.
- When all the information is correct, click **[Submit]** to continue.

STEP 8 The **Search for a Party** screen displays again to allow for a search of the Joint Debtor

- If **"y"** for **Joint** was selected on the **Case Data** screen, the Joint Debtor screen will display. Repeat **Steps 4 through 7** for the Joint Debtor.

NOTE: If this is a joint filing but was not indicated as such, **or** if this was inadvertently marked as a joint filing and there is no joint debtor, return to **Step 1** and begin again.

- Once the Joint Debtor has been added to the case, click **[End party selection]** in the **Search for a Party** screen and proceed to **Step 9**
- If you indicated the filing **<u>was not</u>** joint, proceed to **Step 9**.

STEP 9 The **Statistical Data** screen displays. **(See Figure 9)**

- Indicate the **Type of Debtor** by selecting the appropriate Radio Button

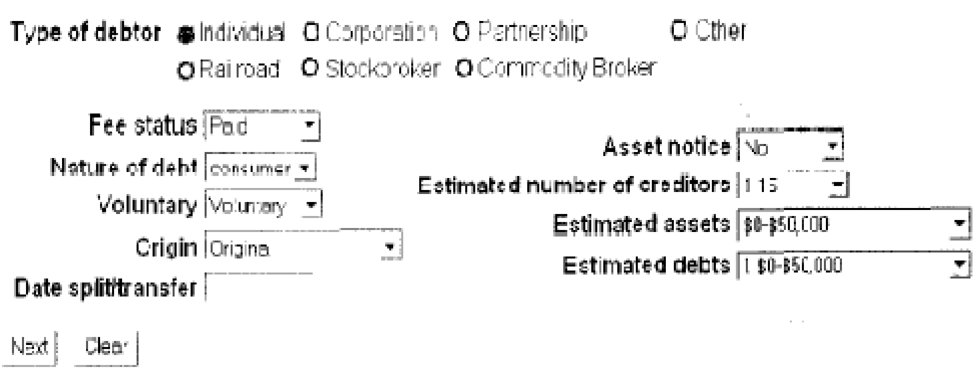


Figure 9

- Click the down arrow – to reveal the list of options in the **Fee Status** category. Select the appropriate option

— Select **Installments** if an application to pay filing fee in installments is filed with the petition. Select **Paid,** if full amount of the filing fees are to be charged to your credit card on file.

— Click the down arrow – to reveal the list of options in the **Nature of Debt** category. The default is Consumer. The other option is Business.

— Click the down arrow – to reveal the list of options in the **Voluntary** category. The default is Voluntary, indicating the petition is a voluntary filing. The other option is Involuntary.

— Click the down arrow – to reveal the list of options in the **Origin** category. The default Origin code is Original. Other values are: First Reopen, Second Reopen, Third Reopen, Split or Inter-District Transfer. No action is necessary if this if the first filing, the default value of Original is correct.

— **Date Split/Transfer** is used when a joint debtor splits from the original case or if a case is transferred to or from another district. Leave this field blank.

— Click the down arrow – to reveal the list of options in the **Asset notice** category. The default is **y** for yes.

— If the filing is a Chapter 9, 11, 12 or 13 petition, accept the default **y - for an asset** case.

— If the filing is a Chapter 7 petition, click to highlight **n - for a no asset** case.

, Click the down arrow – to reveal the list of options in the **Estimated Creditors** category. Click to select the correct range.

G 1 -15
G 16 - 49
G 50 - 99
G 100 -199
G 200 - 999

— Click the down arrow – to reveal the list of options in the **Estimated Assets** category. Click to select the correct range.

- Under $50,000
- $50,001 - 100,000
- $100,001 - 500,000
- $500,001 - 1 million
- $1,000,001 - 10 million
- $10,000,001 - 50 million
- $50,000,001 - 100 million
- More than $100 million

– Click the down arrow – to reveal the list of options in the **Estimated Debts** category. Click to select the correct range.

%	Under $50,000
%	$50,001 - 100,000
%	$100,001 - 500,000
%	$500,001 - 1 million
%	$1,000,001 - 10 million
%	$10,000,001 - 50 million
%	$50,000,001 - 100 million
%	More than $100 million

– Click **[Next]** to continue

STEP 10 If **y** for **Deficiencies** was selected on the **Case Data** screen, the **Deficiency List** screen displays.

– Select each item that is **not** included with this petition. The items chosen will be reflected in the Final Docket Text.

NOTE: A deficiency notice will be issued.

– Click **[Next]** to continue.

STEP 11 The **PDF Document Selection** screen displays. **(Figure 10)**

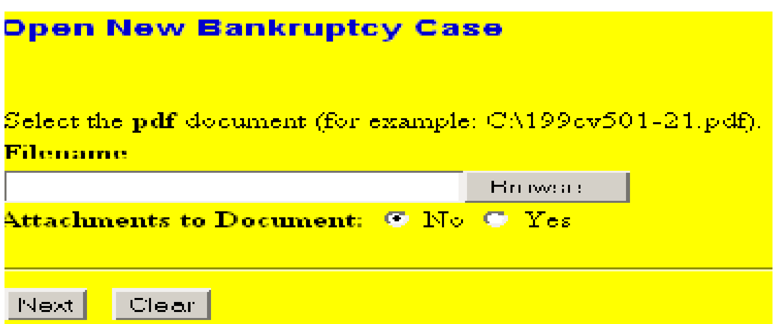


Figure 10

– Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with the docket entry.

— The **Attachments to Documents** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: ***Attachments to Documents*).**

NOTE: If you wish to view the image before associating it with the docket entry to verify that you have chosen the correct file, first right click on the highlighted filename and select ***Open*** to view the image in Adobe Acrobat.

— Click **[Next]** to continue.

STEP 12 A **Deadline Notice** screen displays if the case was designated as having deficiencies.

— If this petition was inadvertently marked as having deficiencies, abort the transaction by clicking on the Bankruptcy hypertext link and begin again at **Step 1**.

— Click **[Next]** to continue.

NOTE: A Government Proof of Claim will appears in all chapter designated as asset cases. Accept default date and Click next to continue.

STEP 13 The **Receipt** screen displays. **(See Figure 11)**

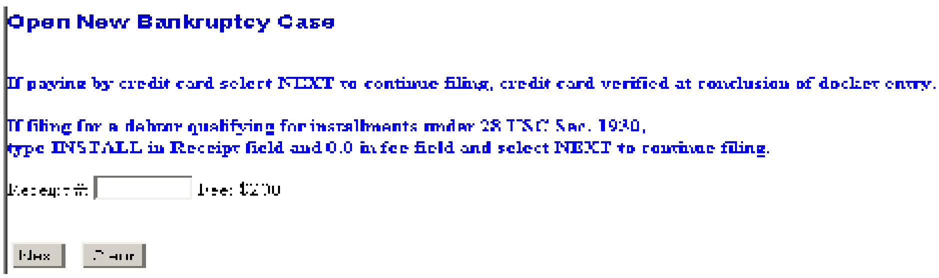


Figure 11

— If paying the filing fee for the petition in full, leave the Receipt Field blank. The filing fee will display in the Fee Field. Click **[Next]** to pay the filing fee by credit card via the internet credit card program.

— If the debtor is paying the filing fee in installments, type INSTALL in the Receipt Field and type 0.0 in the Fee Field. The installment payment will have to be paid in person (with cash, money order or attorney's check) at the Clerk's Office within 24 hours of filing the petition.

— Click **[Next]** to continue.

STEP 14 The **Final Docket Text** screen displays. **(See Figure 12)**

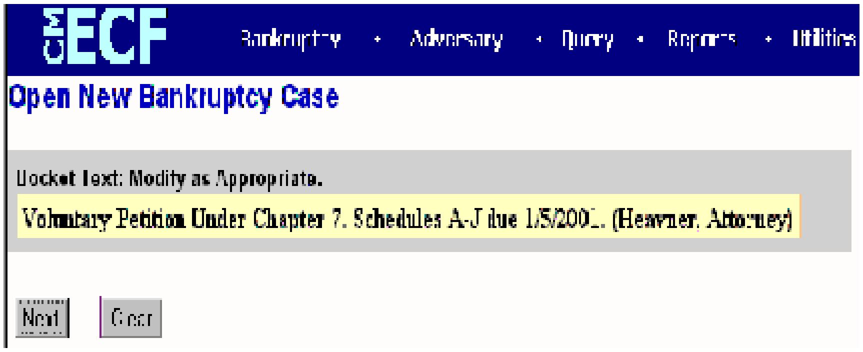


Figure 12

- Verify the accuracy of the Final Docket Text. This is what will print on the docket sheet.
- Click the browser **[Back]** button to find the error(s) and proceed with the event. If corrections are made you must reenter the information in all of the screens you returned through. If no corrections are made use the **[Forward]** button to return to the original screen.

STEP 15 The **Final Approval** screen displays. **(See Figure 13)**

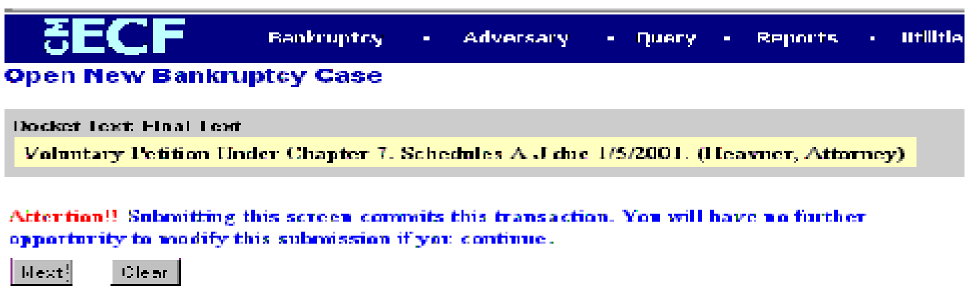


Figure 13

- Verify the Final Docket Text. Read the warning message.
- If the Final Docket Text is <u>correct</u>:
- Click **[Next]** to continue.
- If the Final Docket Text is <u>incorrect</u>:

— Click the browser **[Back]** button to find the error(s) and proceed with the event. Remember if corrections are made you must reenter the information in all of the screens you returned through. If no corrections are made use the **[Forward]** to return to the original screen.
— To abort or restart the transaction, return to **Step 1** and begin again.

STEP 16 The internet credit card program pop-up window displays.

— A Summary of Current Charges appears, displaying the Date Incurred, Description and Amount of each filing fee.
— To complete the credit card transaction, click **[Pay Now]**.
— You may click **[Continue Filing]** if you are filing more transactions and would like to process payment for all the items at once when you are done filing.
— After clicking **[Pay Now]** you are prompted to enter your credit card information, including the card type, card number and expiration date.
— Click **[Submit Payment]**. Your receipt is automatically docketed.

STEP 17 The **Notice of Electronic Filing** screen displays.

— The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies that the document is now an official court document.
— To print a copy of this notice click the browser **[Print]** icon.
— To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
— You may also save the notice through the browser **File/Save** option.
— A hypertext link for the **<u>Notice of Bankruptcy Case Filing</u>** appears at the top of this notice. Clicking on this hypertext link reveals a notice summarizing the pertinent details and participants of this case.
— Proceed to upload the creditors next. See: ***Uploading a Creditor Matrix*** for more information

ATTORNEY DISCLOSURE OF COMPENSATION

This module will demonstrate the steps to file an Attorney Disclosure of Compensation. A disclosure statement is required to be filed as a separate document with the opening of a new bankruptcy case or when entering appearance on behalf of the debtor(s).

STEP 1 Click the **Bankruptcy** hypertext link on the CM/ECF Main Menu Bar.

STEP 2 The **Bankruptcy Events** menu displays.

- Click the Miscellaneous hypertext link. **(See Figure 1)**

Figure 1

STEP 3 The **Case Number** screen displays. **(See Figure 2)**

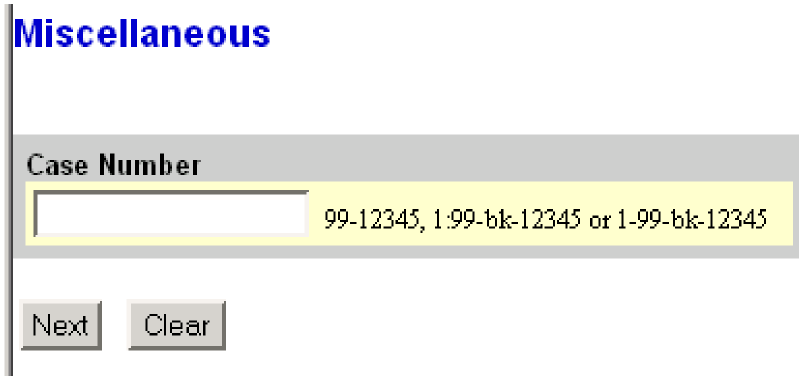


Figure 2

- Type the case number in yy-nnnnn format.
- Click **[Next]** to continue.

STEP 4 The **Event Selection** screen displays. **(See Figure 3)**

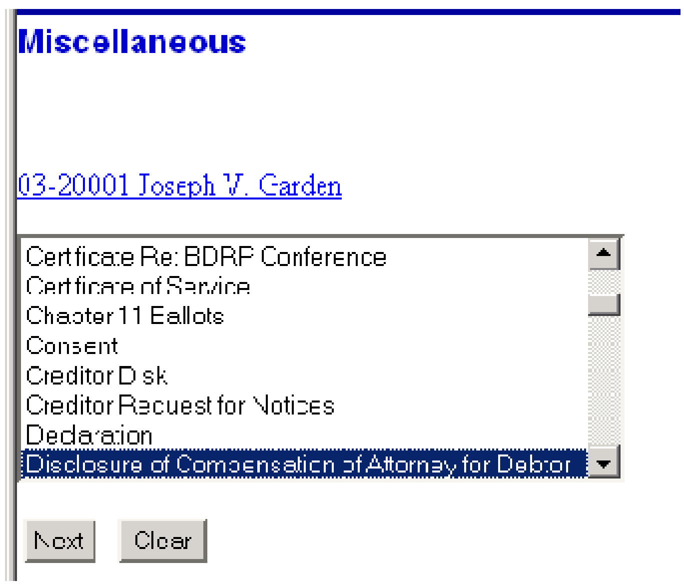


Figure 3

- Select the Disclosure of Compensation of Attorney for Debtor
- Click **[Next]**to continue.

STEP 5. The **Party Filer** screen displays. **(See Figure 4)**

Figure 4

- Click on the **party Filer (Select the debtor(s))**
- Click **[NEXT]** to continue

STEP 6 The **Attorney/Party** screen displays. **(See Figure 5)**

NOTE: This will not appear if the fee disclosure is filed as part of the case opening or a notice of appearance is filed.

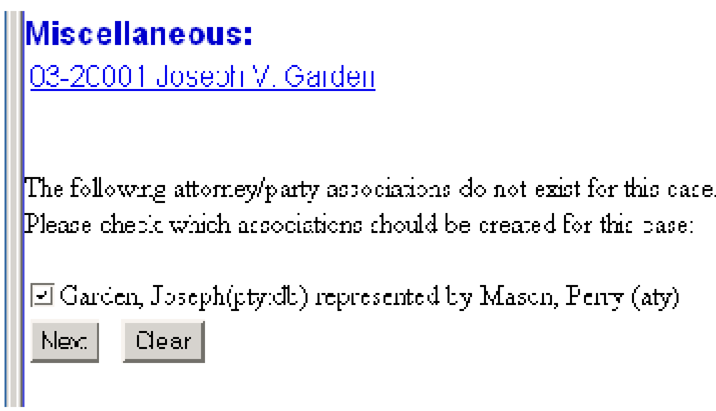


Figure 5

- Create the Attorney/Party association by clicking in the check-box provided on the Attorney/Party association screen
- Click **[Next]** to continue

STEP 7 The **PDF Document Selection** screen displays. **(See Figure 6)**

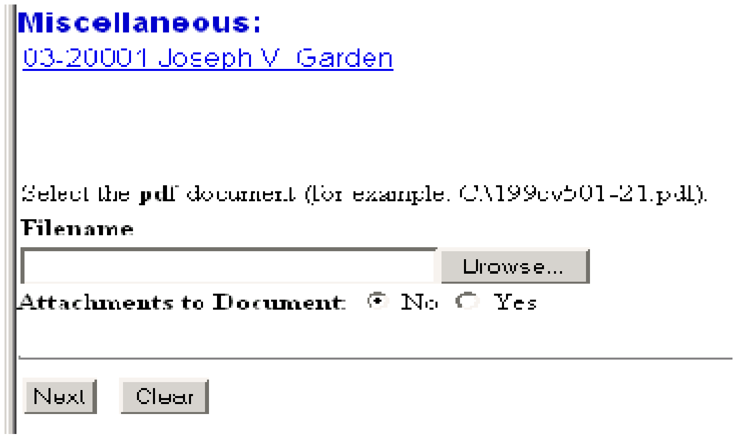


Figure 6

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with the docket entry.
- Click **[Next]** to continue

STEP 8 **Case Name and Number** screen displays **(See Figure 7)**

Figure 7

- Verify the case number and case name.

NOTE: If the case number and name do not match your document, click the **[Back]** button to re-enter the case number.

- Click **[Next]** to continue

STEP 9 The **Final Docket Text** screen displays. **(See Figure 8)**

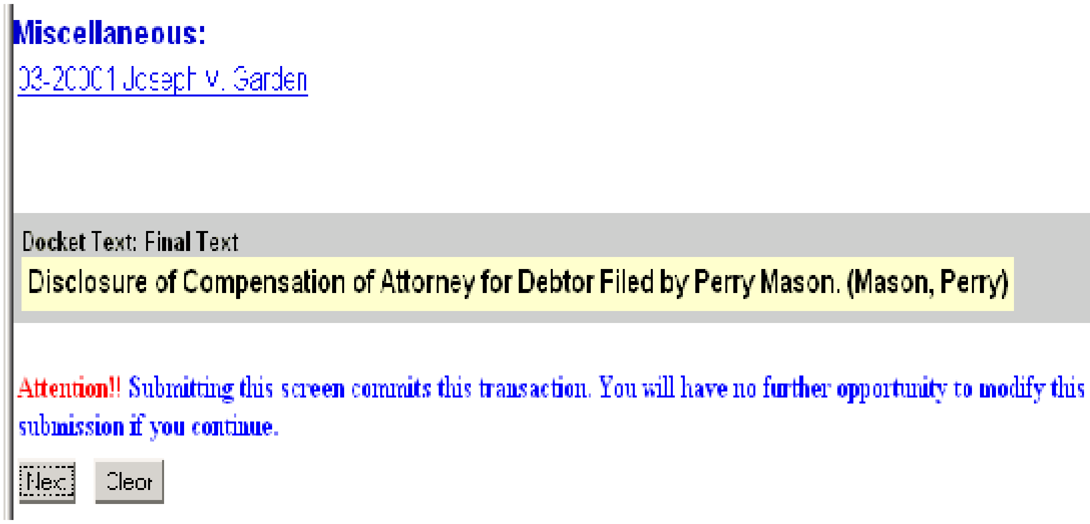


Figure 8

- Verify the Final Docket Text. Read the warning message.(If the Final Docket Text is **__correct__):**
- Click **[Next]** to continue
- If the Final Docket Text is **__incorrect__**: Click the browser **[Back]** button to find the error(s), and then proceed with the event, or abort or restart the transaction, return to **Step 1** and begin again.

STEP 10 The **Notice of Electronic Filing** displays.

- The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies that the document is now an official court document.
- To print a copy of this notice click the browser **[Print]** icon.
- To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- You may also save the notice through the browser **File/Save** option.

HOW TO CONVERT A DOCUMENT TO PDF (Portable Document Format)

The following instructions will guide you on how to convert a document to PDF. The illustration is done using WordPerfect.

For our example we will be using a Motion For Relief from Stay

CAUTION: The size of the document must not exceed 1.5 Megabytes, approximately 25 scanned pages or 300 pages converted from word processing software. Break documents larger than 1.5 Megabytes into separate attachments that are 1.5 Megabytes or smaller.

STEP 1 Create a document. **(See Figure 1)**

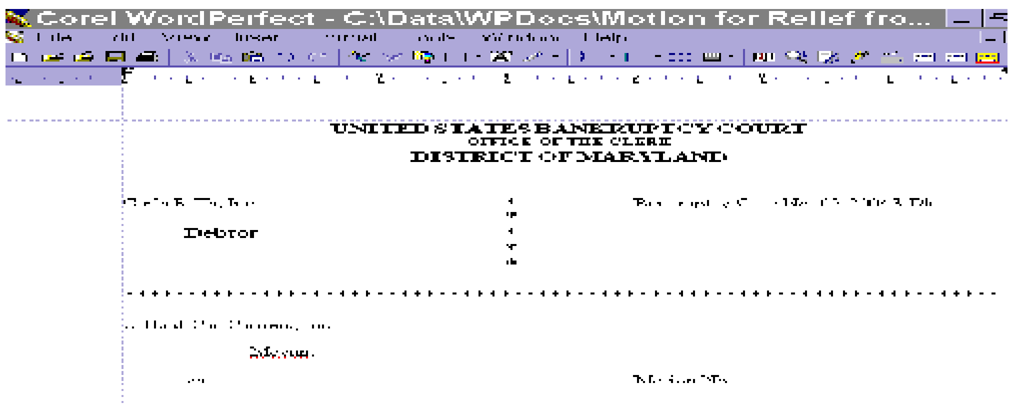


Figure 1

STEP 2 Click the **Printer** icon on your toolbar or click on file and then click on print **(See Figure 2)**

Figure 2

— Click the down arrow on the "Current printer:" field.

STEP 3 Select "**Acrobat PDFWriter** from the drop down menu. **(See Figure 2a)**

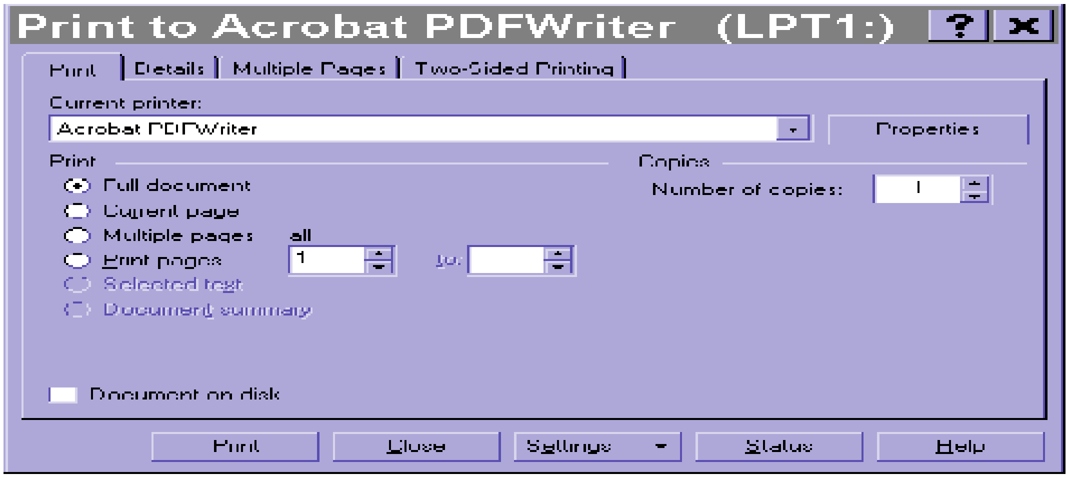


Figure 2a

— Click the **"Print"** button.

STEP 4 Select the **directory** where the PDF file will be saved.**(See Figure 2b)**

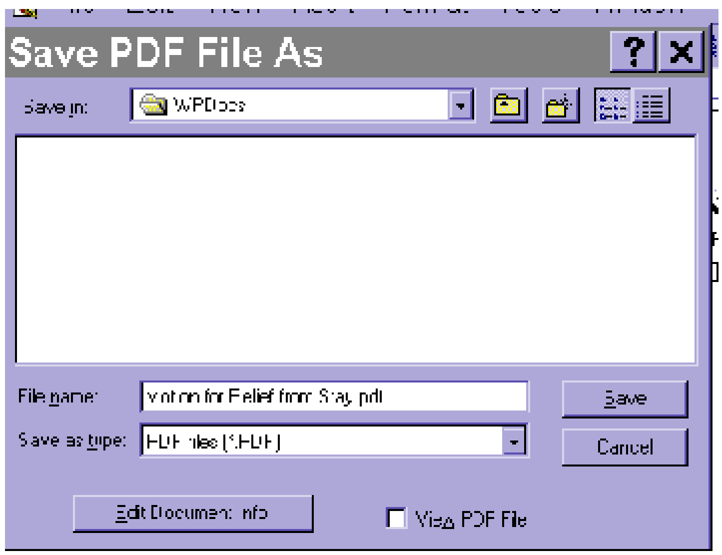


Figure 2b

— Click the **save** button.

— The document is now saved as a PDF document. The document is now ready for you to process on CM/ECF.

HOW TO CONVERT A CREDITOR MATRIX TO A .txt FILE

The following instructions will guide you to correctly format a creditor matrix and save it as a .txt file. A creditor matrix contains each creditor's name and mailing address. This information is used for noticing and also for claims information when applicable. The creditor matrix must be in an ASCII file format with an appropriate text extension such as .txt before it can be successfully uploaded into the CM/ECF system.

Suggested Creditor Matrix Specifications:

, The name and address of each creditor cannot be more than 5 lines. If a record is more than 5 lines, the 6th line will be combined with line 5 and the 7th or 8th will be truncated.

, Each line may contain no more than 40 characters including blanks.

, Names and addresses must be left justified.

, Spaces in the first position of a line will cause problems.

, Special characters such as ~, ½ or ^ will cause problems. The # and characters have not been reported to cause errors.

, Account numbers or "attention" lines should be placed on the second line of the name/address.

, City, state and Zip code must be on the last line.

, City, state and ZIP code must be on the last line.

, Nine digit Zip codes must be typed with a hyphen separating the two groups of digits.

, All states must be two-letter abbreviations.

, Each creditor must be separated by at least one blank line.

, Do not include page numbers, headers, footers, etc.

To Save the Creditor Matrix File with a .txt Extension

STEP 1 After creating the list in WordPerfect or Microsoft Word, open the file. Click on **File** in the WordPerfect or Microsoft Word toolbar to display the drop down list. **(See Figure 1)**

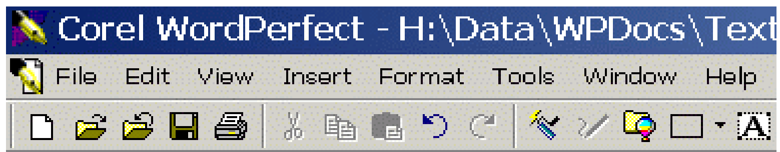


Figure 1

STEP 2 Click **Save As** in the drop down list. **(See Figure 2)**

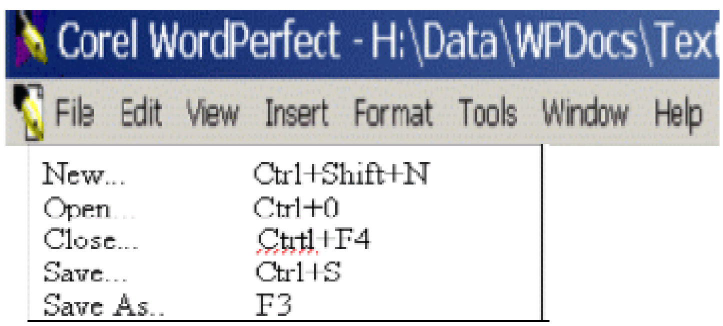


Figure 2

If in Microsoft Word, Skip to Step 4
If In WordPerfect: continue to Step 3

STEP 3 Click the Drop down menu arrow in the **File Type** box. **(See Figure 3)**

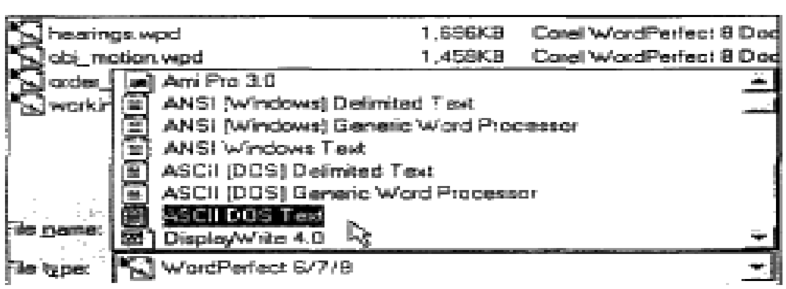


Figure 3

— Select the type **ASCII DOS Text.**

STEP 4 If in Microsoft Word:

, Click on the drop down box in the **Save As Type** box. **(See Figure 4)**

Figure 4

, Select the type of **Text Files (*.txt)** or **Text Only (*.txt).**

STEP 5 Enter the file name inn the **File Name: box .** (The system provides the same file name with a .txt extension)

STEP 6 Click the [**Save**] bottom

UPLOADING A CREDITOR MATRIX

A creditor matrix contains the names and addresses of creditors. This information is used for noticing and also for claims information, when applicable. The creditor matrix must be in an ASCII text format, usually a **.txt** file, before it can be successfully uploaded. Refer to the procedure, **How To Convert A Creditor Matrix To A .txt Fil**e. All other file types within CM/ECF will be portable document format (PDF) files. The process of uploading a list of creditors .txt file is described below.

STEP 1 After accessing the CM/ECF system using the Netscape Navigator web browser, click on the Bankruptcy hypertext link.

STEP 2 The **Bankruptcy Events** screen displays. **(See Figure 1)**

Figure 1

STEP 3 The **Creditor Maintenance** screen displays. **(See Figure 2)**

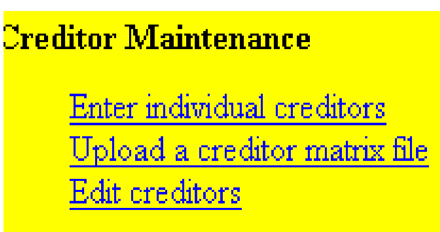


Figure 2

— Click on **Upload a creditor matrix file** hyperlink.

STEP 4 The **UPLOAD A FILE** screen displays. **(See Figure 3)**

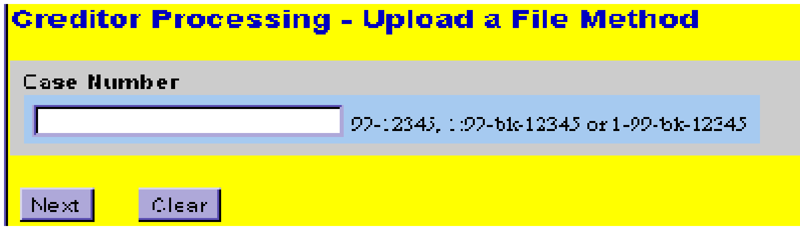


Figure 3

— Enter the case number in yy-nnnnn format, including the hyphen.

NOTE: If the system prompts that you have entered an invalid case number, click the browser's **[Back]** button and enter the correct number.

— Click the **[Next]** to continue

STEP 5 The **Load Creditor Information** screen displays **(See Figure 4)**

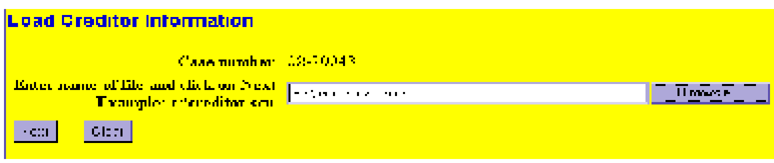


Figure 4

There are two methods to enter the directory and file name of the creditor matrix

— Type in the full path of the directory and file name of the creditor matrix file, or alternatively,

— Use the Browse feature to navigate to the appropriate directory and file of the creditor matrix file do the following:

— Click **[Browse]** to display the **File Upload** screen. **(See Figure 4a)**

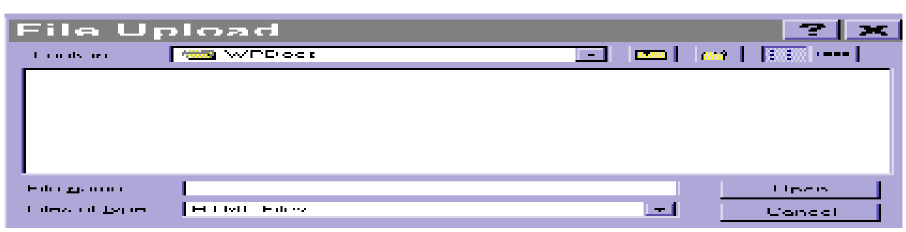


Figure 4a

— Click in the **Look In** box and select the appropriate drive name.
— Change **Files of types:** to Text (.*txt) or All Files.
— Select the appropriate text file with a click of the mouse.
— Click **[Open]** to attach the matrix file to the bankruptcy case.
Click **[Next]** to continue.

STEP 6 The **Total Creditors Entered** screen displays. **(See Figure 5)**

Figure 5

— If the total number of creditors entered is not the same as the total number of creditors on the submitted matrix, click the browser's **[Back]** button and research the error.
— If the total number of creditors displayed is correct,
— Click **[Submit]**.

STEP 7 The **Creditor Receipt** screen displays. **(See Figure 6)**

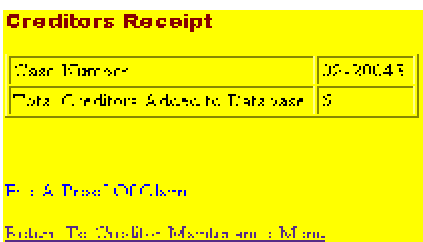


Figure 6

— The information displayed confirms the number of creditors added to the case.

STEP 8 Click on the Return to Creditor Maintenance Menu hyperlink to continue and repeat steps 4 - 6 for each creditor matrix. If there are no other matrices to add, select **Logout** or select another option on the Main Menu Bar.

JUDGE/TRUSTEE ASSIGNMENT

This module will demonstrate the steps to obtain a Judge, Trustee and the date of the 341 meeting of creditors for your case. Once the Bankruptcy Case is opened upload the Creditor Matrix. Refer to the procedure **Uploading Creditor Matrix**..

NOTE: The creditor matrix **<u>must</u>** be uploaded before using this event.

STEP 1 After accessing the CM/ECF system using the Netscape Navigator web browser, click on the **<u>Bankruptcy</u>** hypertext link.

STEP 2 The **Bankruptcy Events** screen displays. **(See Figure 1)**

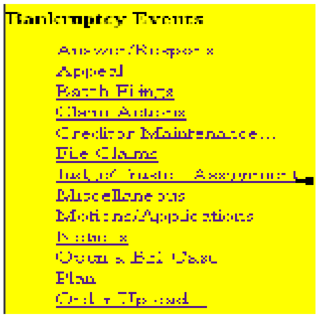


Figure 1

- Click on **Judge/Trustee Assignment.**

STEP 3 The **341 Judge And Trustee** screen displays. **(See Figure 2)**

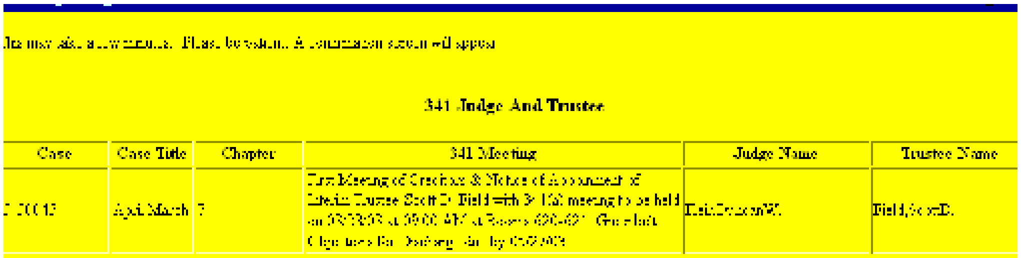


Figure 2

- Make a note of the information or print the screen for your record.
- Click to any Hyper-link to exit.

CHAPTER 11,12 or 13 PLAN and/or AMENDED/MODIFIED PLAN

This module demonstrates the steps to follow to file a plan. In CM/ECF plans are docketed as separate events, even if filed simultaneously with a voluntary petition, as is often the case in Chapter 13 filings. Although this module specifically shows a Chapter 13 plan, the same steps would be followed to file a Chapter 11 or Chapter 12 plan.

NOTE: *Chapter 11 Disclosure Statement* is also docketed through the Plan category.

STEP 1 Click the **Bankruptcy** hypertext link on the CM/ECF Main Menu Bar.

STEP 2 The **Bankruptcy Events** screen displays.**(See Figure 1)**

Figure 1

— Click the **Plan** hypertext link.

STEP 3 The **Case Number** screen displays. **(See Figure 2)**

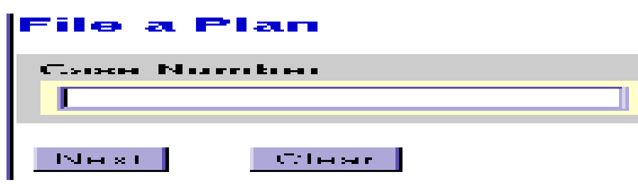


Figure 2

— Type the case number in yy-nnnnn format.
— Click **[Next]** to continue.

STEP 4 The **Document Selection** screen displays. **(See Figure 3)**

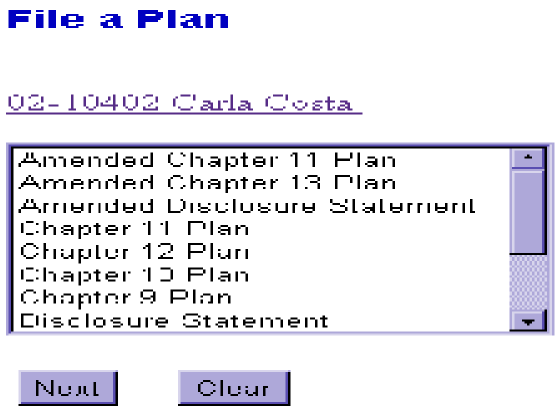


Figure 3

- Click the appropriate Plan
- Click **[Next]** to continue.

STEP 5. The **Party Filer** screen display**s. (See Figure 4)**

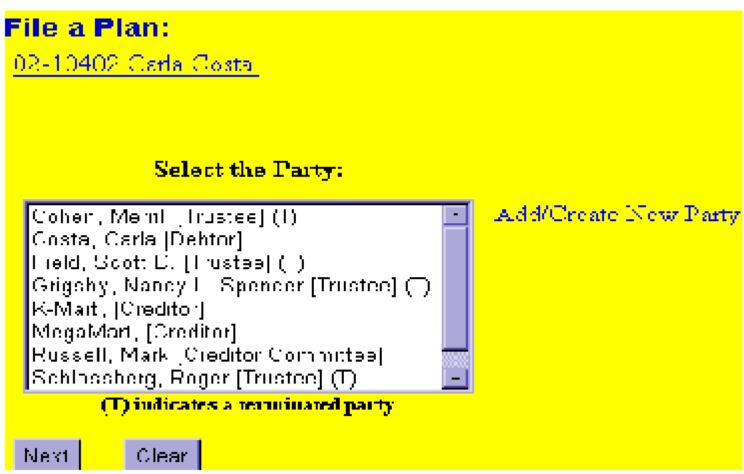


Figure 4

- Click on the **party Filer** or select **Add/Create New Party** if party not listed
- Click **[NEXT]** to continue

STEP 6 The **PDF Document Selection** screen displays. **(See Figure 5)**

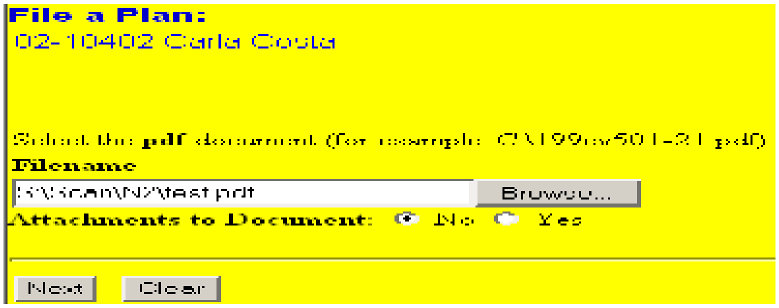


Figure 5

— Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with the docket entry.

NOTE: If you wish to view the image before associating it with the docket entry to verify that you have chosen the correct file, first right click on the highlighted filename and select ***Open*** to view the image in Adobe Acrobat.

— The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information).

— Click **[Next]** to continue.

STEP 7 The **Plan Payment Amount and Duration of Plan** screens. **(See Figure 6)**

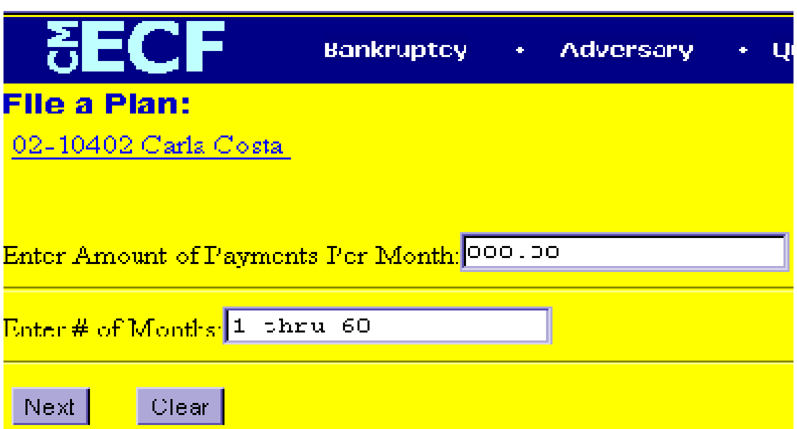


Figure 6

NOTE: Completing this screen is not required for a Chapter 11 Plan.

- Enter the amount of monthly plan payment
- Enter the length of the plan in months
- Click Next to continue

STEP 8 **Case Name and Number screen displays (See Figure 7)**

Figure 7

- Verify the case number and case name.

NOTE: If the case number and name do not match your document, click the **[Back]** button to re-enter the case number.

- Click **[Next]** to continue

STEP 9 The **Final Docket Text** screen displays. **(See Figure 8)**

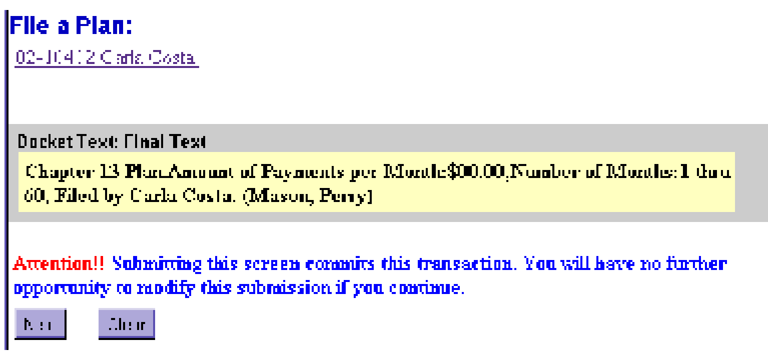


Figure 8

- Verify the Final Docket Text. Read the warning message.(If the Final Docket Text is **<u>correct</u>).**
- Click **[Next]** to continue

- If the Final Docket Text is **incorrect**. Click the browser **[Back]** button to find the error(s) and then proceed with the event or abort or restart the transaction, return to **Step 1** and begin again.

STEP 10 The **Notice of Electronic Filing** displays.

- The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies that the document is now an official court document.
- To print a copy of this notice click the browser **[Print]** icon.
- To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- You may also save the notice through the browser **File/Save** option.

NOTICE OF APPEARANCE AND REQUEST FOR NOTICE

This module will provide you with step-by-step instructions on how to file a **Notice of Appearance and Request for Notice**. Once the notice has been filed, you will be shown how to query for creditors that are involved in a bankruptcy case.

STEP 1 Click the **<u>Bankruptcy</u>** hyperlink on the CM/ECF Main Menu.

STEP 2 The Bankruptcy Events screen displays.

— Click on the **<u>Miscellaneous</u>** hyperlink. **(See Figure 1)**

Figure 1

STEP 3 The **Case Number** screen displays. **(See Figure 2)**

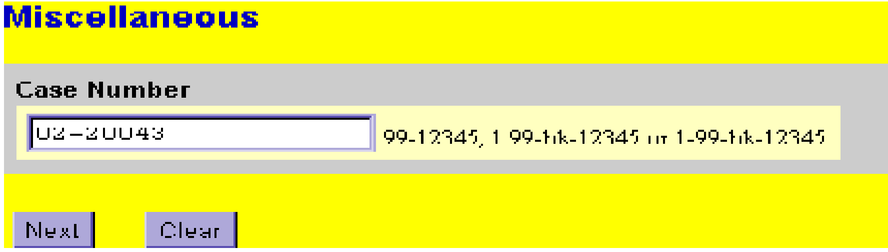


Figure 2

— Verify Case No.
— Click **[Next]** to continue.

STEP 4 The **Event Selection** screen displays. **(See Figure 3)**

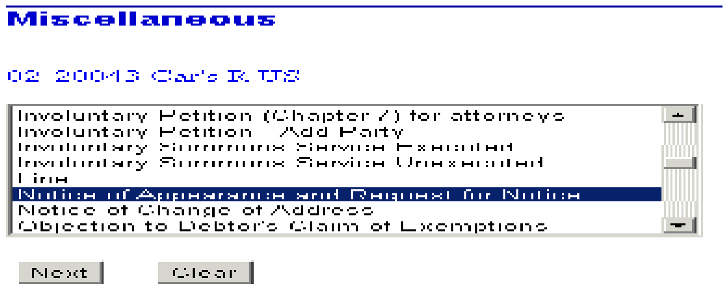
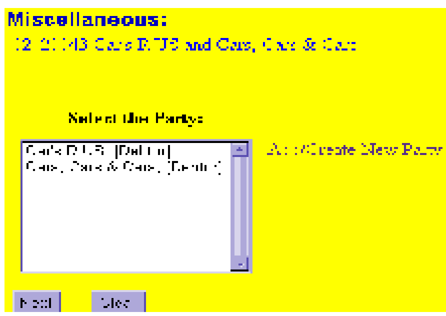


Figure 3

— Select the Notice of Appearance and Request for Notice from the drop down box
— Click **[Next]** to continue.

STEP 5 The **Party Selection** screen displays. **(See Figure 4a & 4b)**



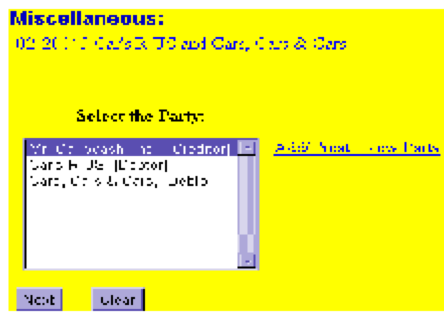


Figure 4a **Figure 4b**

— If the party(ies) is/are found.
— Click to **[Select name from list]**. **(See Figure 4a)**
— Click Next to Continue
— If the Party(ies) is/are not found. **(See Figure 4b)**
— Click on the **[Add/Create New Party].**
— Enter the Party's name in the Last name field
— Click on **the [Search]** button to continue.
— The Party Search results screen is displayed.
— Click on the **[Select name from list]**
— Click **[Next]** to continue.

- The Party Information screen will appear. Ensure that there is address information for the creditor you are adding to the case, change the **Role** to **the appropriate** title.
- Click **[Submit]** to continue.
- Hi-light appropriate party (ies)
- Click **[Next]** to continue.

STEP 6 The **Attorney/Party** screen displays. **(See Figure 5)**

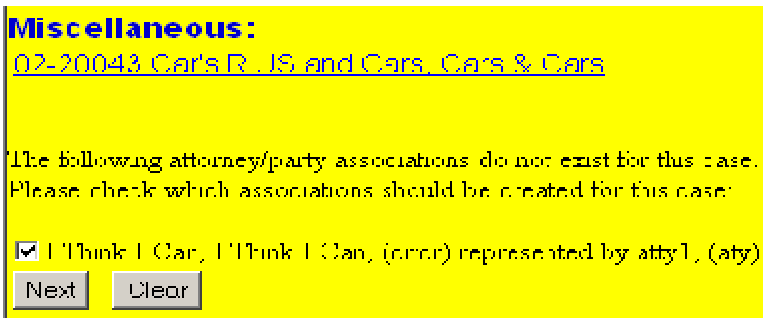


Figure 5

- Create the Attorney/Party association by clicking in the check-box provided on the Attorney/Party Association screen.

STEP 7 The **PDF Document** screen displays. **(See Figure 6)**

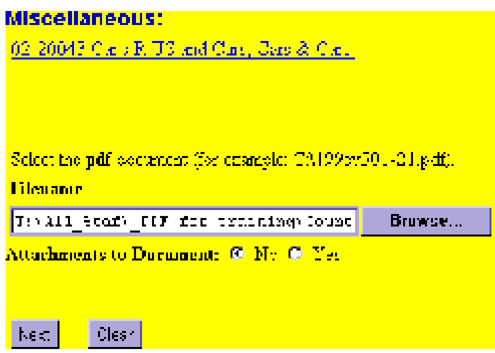


Figure 6

- Click on the **[Browse]** button, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
- Click **[Next]** to continue

STEP 8 The **Case Name and Number** screen displays. **(See Figure 7)**

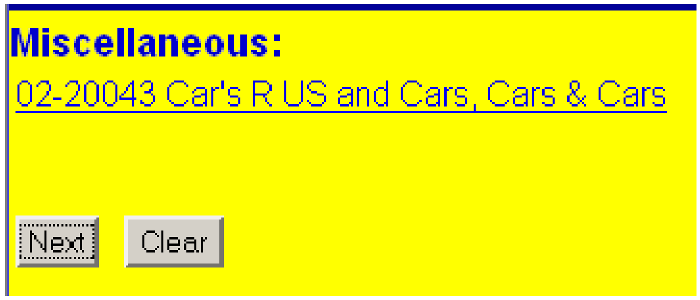


Figure 7

- Verify information is correct
- Click **[Next]** to continue.

STEP 9 The **Final Approval** screen displays.**(See Figure 8)**

Figure 8

- Click **[Next]** to continue.

STEP 10 The **Notice of Electronic Filing** screen displays.

- To print a copy of this electronic receipt click the browser **[Print]** icon.
- To save a copy of this electronic receipt, click **[File]** on the browser menu bar and select **Save Frame**

SINGLE-PART MOTION/APPLICATION

This module will demonstrate the steps to file a motion in the CM/ECF system. The example demonstrates the electronic filing of a motion that requests only one type of relief (sanctions). The same steps would be followed for other types of single-relief motions and applications. See also: *Multi-Part Motions/Applications* for guidance on filing a document with more than one type of relief (i.e. request for relief from stay *and* for adequate protection).

NOTE: All Motions, with the exception of a Motion for Relief from Stay are required to have a proposed order attached to the Motion/Application . **<u>Do-Not</u>** attach a Proposed Order when docketing a Motion for Relief from Stay.

Single - Part Motion (this example a motion for sanctions was used)

STEP 1 Click the **<u>Bankruptcy</u>** hypertext link on the CM/ECF Main Menu Bar.

STEP 2 The **Bankruptcy Events** screen displays.

– Click the **<u>Motions/Applications</u>** hypertext link. **(See Figure 1)**

Figure 1

STEP 3 The **Case Number** screen displays. **(See Figure 2)**

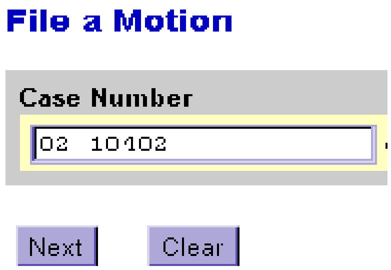


Figure 2

- Enter the case number, including the hyphen, in yy-nnnnn format.
- Verify the case number that is displayed.
- If the case number is incorrect, click the browser **[Back]** button to re-enter the case number.
- If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.

STEP 4 The **Motion Types** screen displays **(See Figure 3)**

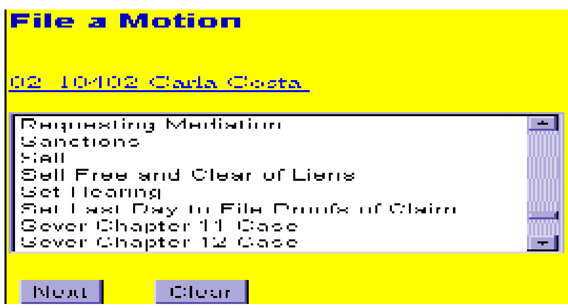


Figure 3

- Click the down arrow – to reveal the list of motions. Click on the appropriate motion for our example we are using *sanctions*

HINT:	you may also type the first letter of a relief (in this case *'S')*, to immediately move to the list of reliefs that begin with a particular letter

NOTE: If you are unable to locate the relief type for you motion use the "Generic Motion", Generic Application and/or Miscellaneous Relief.

- Click **[Next]** to continue.

STEP 5 The **Select the Party** screen displays. **(See Figure 4)**

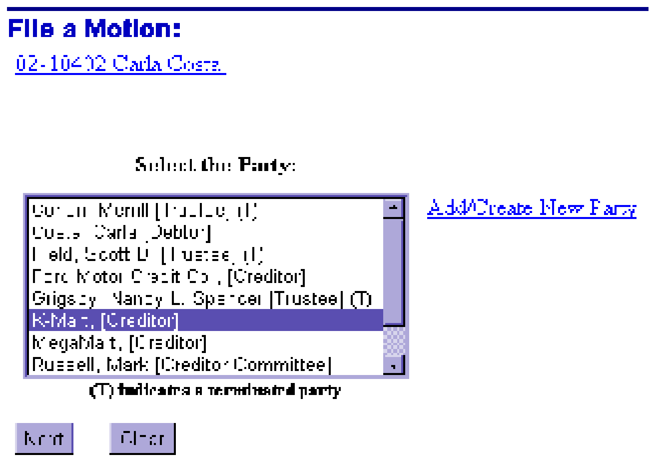


Figure 4

- Click to highlight the filing party(ies). To select more than one party filer hold down the **[Ctrl]** key while clicking party names.
- Click **[Next]** to continue

STEP 6 The **PDF Document Selection** screen displays. **(See Figure 5)**

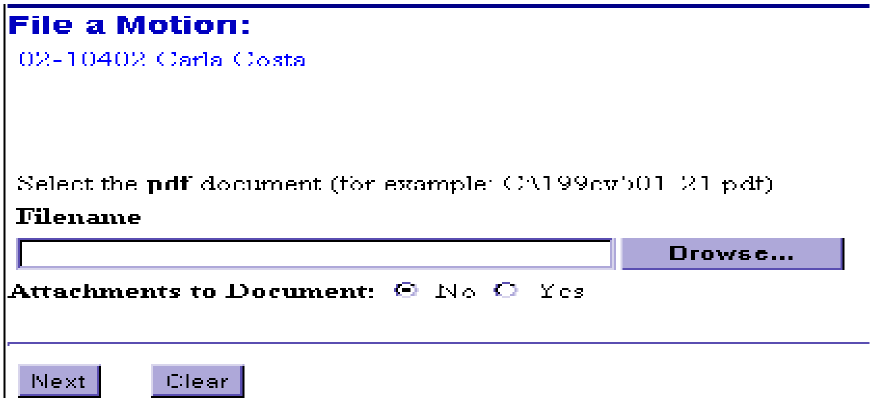


Figure 5

, Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with the docket entry.

NOTE: If you wish to view the image before associating it with the docket entry to verify that you have chosen the correct file, first right click on the highlighted filename and select ***Open*** to view the image in Adobe Acrobat.

– The **Attachments to Document** option defaults to **No.** If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information)

– Click **[Next]** to continue.

STEP 7 The **Docket Text** screen displays. **(See Figure 6)**

Figure 6

– A supplemental text box window and the prefix box are available to add more detail to the docket text.

- Click the down arrow – to display the prefix options if appropriate.
  - Blank
  - Agreed
  - Alias
  - Amended
  - Emergency
  - Ex Parte
  - Scheduled with urgency
  - Fifth
  - Final
  - First
  - Fourth
  - Interim
  - Intervenors
  - Joint
  - Omnibus
  - Opposition
  - Proposed
  - Sealed
  - Second
  - Sixth
  - Supplemental
  - Supporting
  - Third Party
- A supplemental text box window is provided to add more detail to the docket entry.
- Verify the entry for accurate.
- Click **[Next]** to continue.

STEP 8 The **Final Approval** screen displays. **(See Figure 7)**

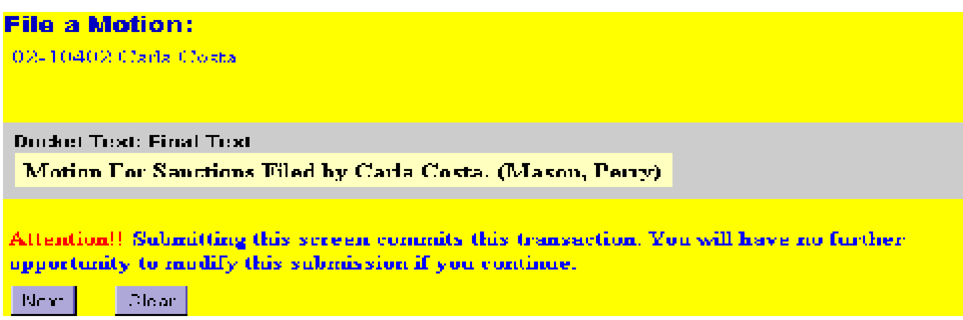


Figure 7

- Verify the Final Docket Text. Read the warning message.(If the Final Docket Text is **<u>correct</u>)**

– Click **[Next]** to continue.
– If the final docket text is **<u>incorrect.</u>** Click the browser **[Back]** button to find the error(s) and proceed with the event or abort or restart the transaction, return to **Step 1** and begin again.

STEP 9 The **Notice of Electronic Filing** screen displays.

– The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies the that document is now an official court document.
, To print a copy of this notice click the browser **[Print]** icon.
, To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
, You may also save the notice through the browser **File/Save** option.
, Click **[Next]** to continue.

MULTI-PART MOTION

This procedure explains how to docket a two-part motion. The example illustrated is a Motion for Relief from Stay and Adequate Protection. This procedure should be used for all multi-part motions.

NOTE: All Motions with the exception of a Motion for Relief from Stay and Adequate Protection, are required to have a proposed order attached to the Motion/Application . **Do-Not** attach a Proposed Order when docketing a Motion for Relief from Stay and Adequate Protection..

STEP 1 Click the **Bankruptcy** hypertext link on the CM/ECF Main Menu.

STEP 2 The **Bankruptcy Events** menu displays. **(See Figure 1)**

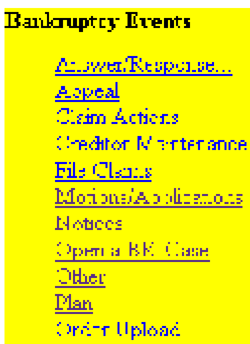


Figure 1

— Click the **Motions/Applications** hyperlink.

STEP 3 The **Case Number** screen displays. **(See Figure 2)**

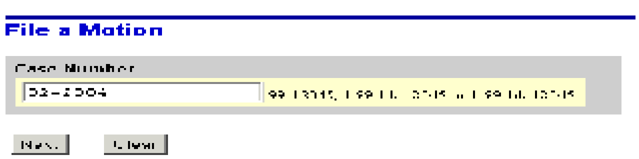


Figure 2

— Enter the case number, including the hyphen.

— Click **[Next]** to continue

STEP 4 The **Motion** screen displays. **(See Figure 3)**

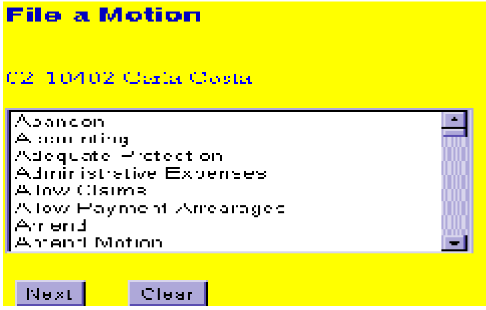


Figure 3

— Click to highlight Adequate Protection. Keeping the [Ctrl] key depressed, scroll and highlight Relief From Stay. There are now two reliefs identified and selected for this motion.

— Click **[Next]** to continue.

STEP 5 The **Party Information** screen displays. **(See Figure 4)**

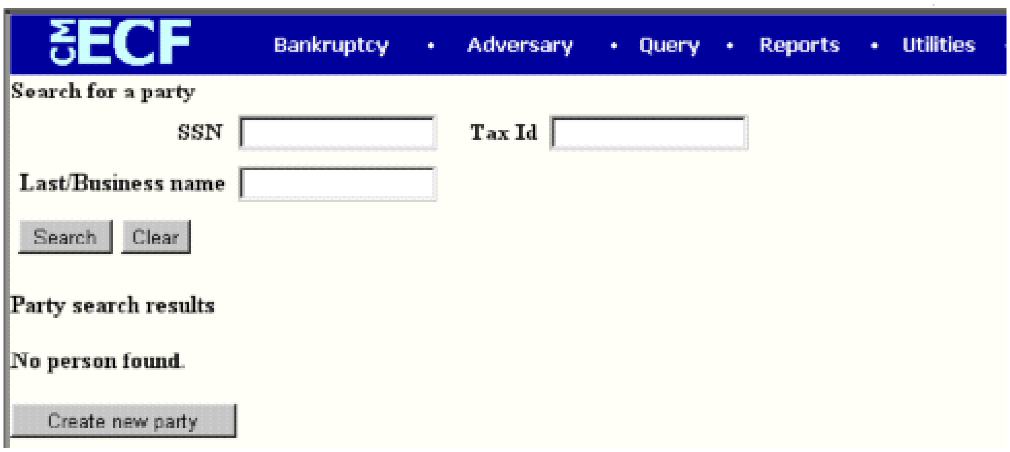


Figure 4

— If the system finds the correct party, highlight the party's name in the **Party Search Results** window, and click **Select Name from List** to add the party to the case, and then proceed to **Step 7**

OR

— If the system <u>does not</u> find the party with the search criteria entered, it will display a message **No person found**. **(See Figure 4)**

— Click **Create New Party** to add the party to the case.

STEP 6 **Party Information** screen displays **(See Figure 5)**

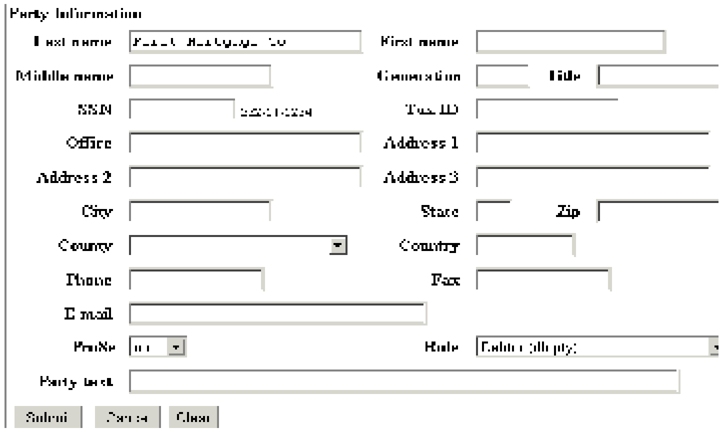


Figure 5

— Enter **ONLY** the creditor's Name.

— Leave ***pro se*** as **no**.

— Expand the Role Type selection pick list by clicking on the down arrow and select **Creditor.**

— Enter further descriptive text for the creditor in the Party Text field, if appropriate. (A Maryland Corporation, etc.)

NOTE It is not necessary to add yourself as counsel for the party. Your login will furnish your attorney information to the system.

— Click [**Submit]**

STEP 7 The **Party Filer** screen displays. **(See Figure 6)**

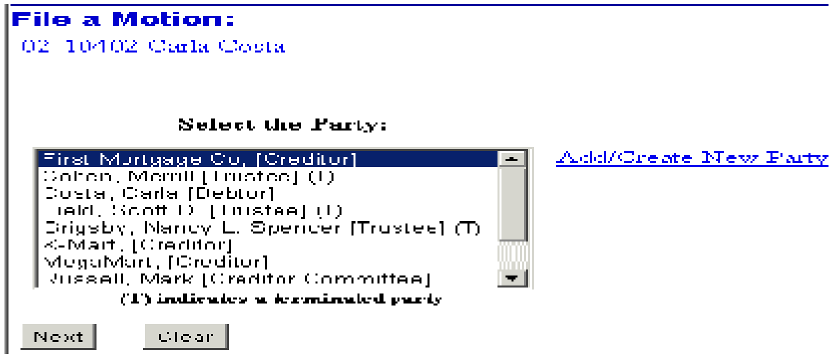


Figure 6

— Select party
— Click **[Next]** to continue

STEP 8 The **PDF Document Selection** screen displays. **(See Figure 7)**

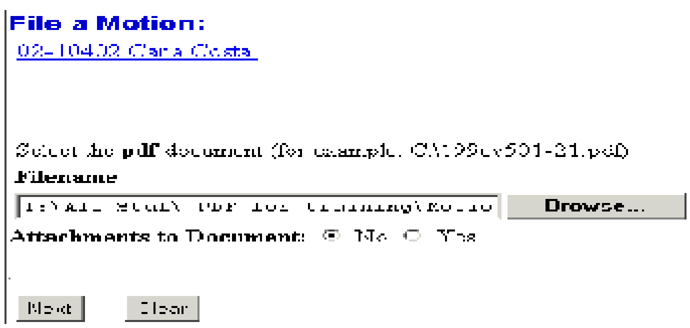


Figure 7

— Click **[Browse**], then navigate to the directory where the appropriate PDF file is located.
— Click Open on the File Upload dialogue box.

NOTE: When you click the **yes** radio button, the **ATTACHMENT** screen displays. Please note that the PDF file of the motion is not an **attachment.** An **attachme**nt is another supporting document, such as, tendered orders, supporting affidavits, etc. See **Attachment of Documents** for further instructions

STEP 9 The **Filing Fee** screen displays (if filing fee is necessary) **(See Figure 8)**

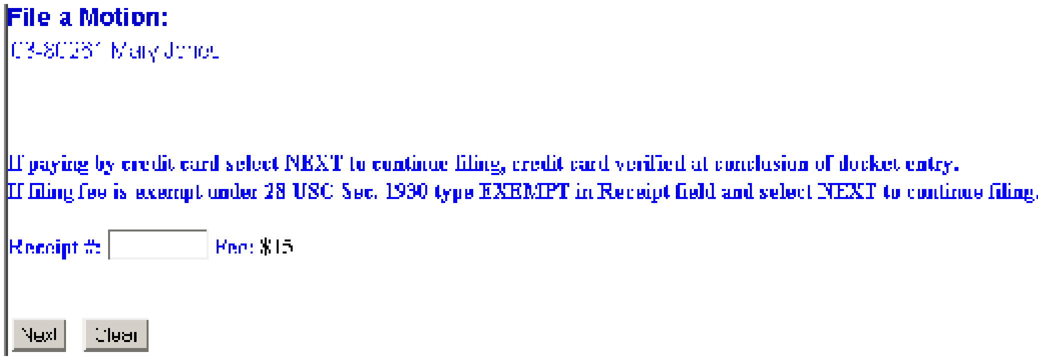


Figure 8

— Refer to internet credit card program instructions.
— Click **[Next]** to continue

STEP 10 The **Modify Docket Text** screen displays **(See Figure 9)**

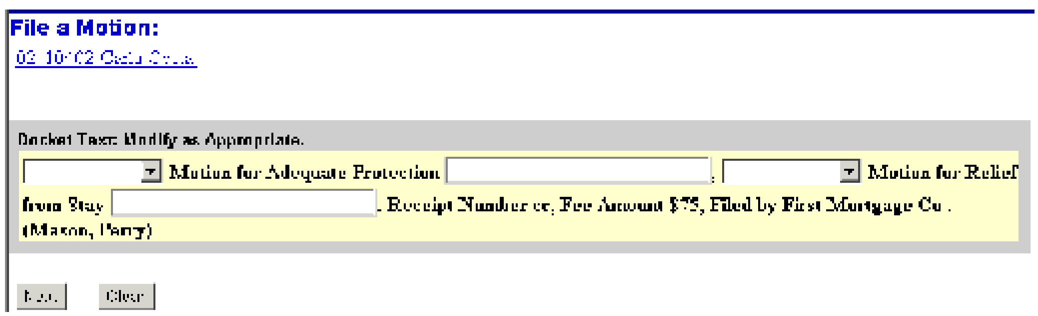


Figure 9

NOTE: Motion for Adequate Protection will always appear first simple because all events are listed in alphabetical order.

— If appropriate, choose a prefix such as *Emergency* from the **Prefix Text** pick list In either or both of the text boxes, add additional text for the motions you are filing according to your court procedures.
— Click **[Next]** to continue.

STEP 11 The **Final Text Editing** screen displays. **(See Figure 10)**

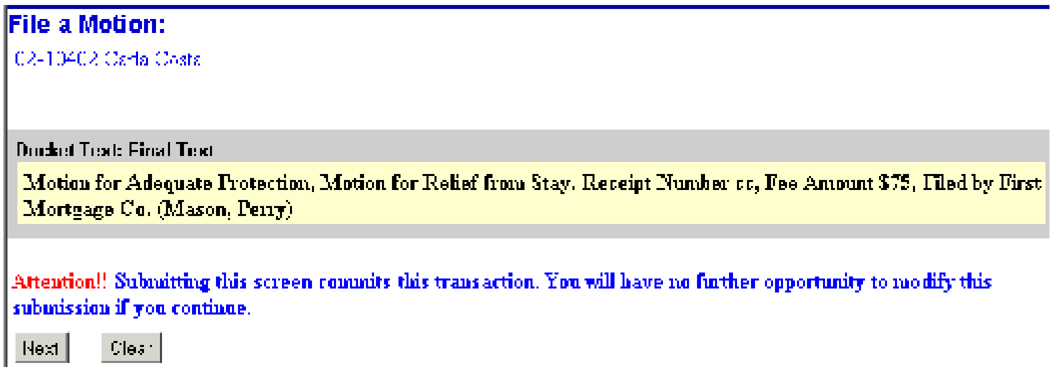


Figure 10

- Carefully verify the final docket text. This is your last chance to change this entry before addition to the case.
- If the final docket text is **incorrect**: Click the browser **[Back]** button to find the screen to be modified. To abort or restart the transaction, click the Bankruptcy hyperlink on the **Menu Ba**r.
- If the final docket text is **correct:**
- Click **[Next]** to continue

STEP 12 The **Notice of Electronic Filing screen** displays.

- To print a copy of this receipt click the browser **[Print]** icon.
- To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame A**s.
- The **Notice of Electronic Filing** will also be accessible as an option from the docket sheet. However, attorneys and public users will be charged a PACER access.
- **Notice of Electronic Filing:** Hyperlink to docket sheet Date and time stamp information Case Title Case number hyperlink to docket sheet?

SUBMISSION AND FORM FOR PROPOSED ORDERS

Validity and Effect - All orders, decrees, judgments and proceedings of the court will be filed in accordance with these rules, which will constitute entry on the docket kept by the Clerk under Fed.R.Bankr. P. 5003 and 9021. All signed orders will be filed electronically by the court or court personnel. Any order filed electronically without the original signature of a judge has the same force and effect as if the judge had affixed the judge's signature to a paper copy of the order and it had been entered on the docket in a conventional manner.

1. *Required Submission and Form* - A proposed order must accompany all requests for relief , except motions to dismiss or convert and pleadings initiating adversary proceedings. Such orders shall be filed as an attachment to the pleading. Refer to Attachments to Documents.

- *Title* - The proposed order must contain a specific title describing the nature and effect of the order.

- *Stipulations and Consent Orders* - Consent orders shall be circulated and signed conventionally. The original consent order bearing original signatures of the consenting parties shall be maintained by the Filing User until three (3) years after the bankruptcy case is closed. Attorneys submitting proposed consent orders must include the following certification of consent:

  "I HEREBY CERTIFY that the terms of the copy of the consent order submitted to the court are identical to those set forth in the original consent order; and the signatures represented by the /s/_______ on the copy of the consent order submitted to the Court reference the signatures of consenting parties obtained on the original consent order."

- All proposed orders must conform to the following specifications:

- The top margin on the first page must be no less than three (3) inches.

- The names and addresses of all counsel or other parties in interest who should receive copies of the order shall be set forth in the lower left-hand corner of the final page of the proposed order.
- The last line in the proposed order must state "End of Order," and be centered in the middle of the line to indicate the end of the order.

- Do not include a signature line for the judge. The judge will electronically sign the document in the blank space provided by the top margin on the first page.

- Multi-page orders must contain page numbers at the bottom of each page.

- The fonts used with Adobe Acrobat Writer version 3 or 4 must be Courier, Helvetica, or Times New Roman (regular, bold, italic, and bold italic). The fonts used with Adobe Acrobat Writer version 5 must be Arial, Courier, or Times New Roman (regular, bold, italic, and bold italic). Other fonts will not process correctly through the court's noticing center.

UPLOADING PROPOSED ORDERS

Orders that are submitted other than with the pleading, such as consent orders and orders embodying a ruling, shall be uploaded directly into the court's e-order system. This module demonstrates the steps for uploading a proposed order. In this module we will upload a single order**.** See the section "Orders" for Required Submission and Form.

STEP 1 Click the **<u>Bankruptcy</u>** hypertext link on the CM/ECF Main Menu Bar.

STEP 2 The **Bankruptcy Events** menu displays. **(See Figure 1)**

Figure 1

- Click the **<u>Order Upload</u>** hypertext link.

STEP 3 The type of **Order** screen displays. (**See Figure 2)**

Figure 2

, Click on the **Upload Single** hyperlink.

STEP 4 The **Case Number and Document Number** screen displays **(See Figure 3)**

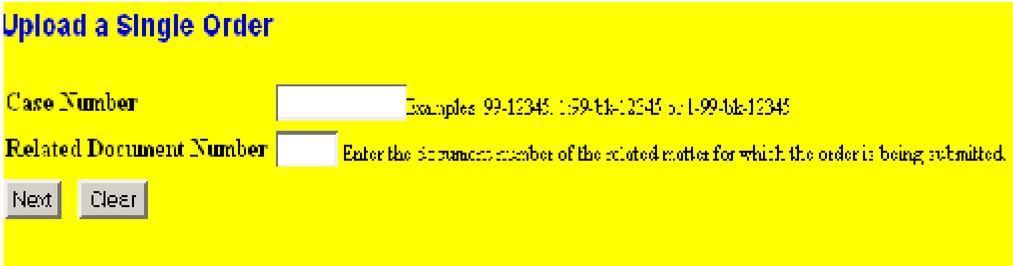


Figure 3

- Enter **Case No.**
- Enter **Document Number** of the document the order relates to. (The document No. can be found on the Notice of Electronic Filing for the related pleading or by querying the case using the Query Report.
- Click **[Next]** to continue

STEP 5 **The Type of Order/Hearing Date** and The **PDF Document Selection** screen displays. **(See Figure 4)**

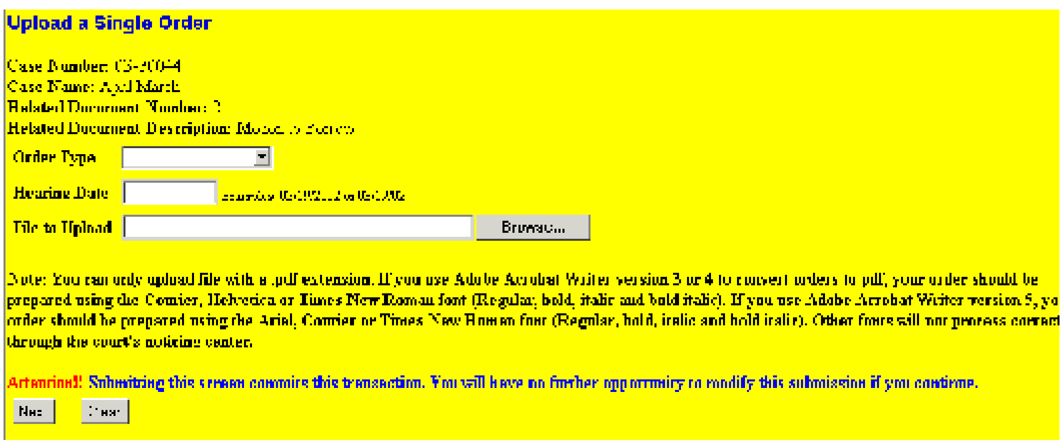


Figure 4

- Select from the Order Type drop down box the type of order you are uploading: Emergency, Hearing Held, Hearing Scheduled, or Other.
- Enter hearing date, if selecting hearing held or hearing scheduled you must enter a hearing date.
- Click **[Browse],** then navigate to the directory where the appropriate PDF file is located.
- Click **[Next]** to continue

STEP 6 The **Order Uploaded Successfully** screen displays. **(See Figure 5)**

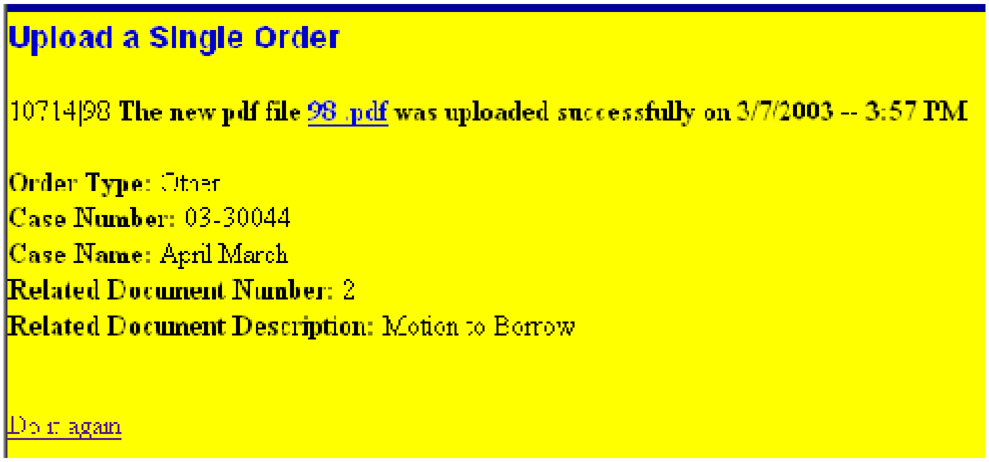


Figure 5

- Click **Do it again** to upload another order or any hyper-link to exit.

NOTICE OF MOTION/APPLICATION

This module will demonstrate the steps to file a notice of motion in the CM/ECF system. The example demonstrates the electronic filing of a notice motion and allowing for the setting of a a motion for f hearing and/or an objection due date.

STEP 1 Click the **<u>Bankruptcy</u>** hypertext link on the CM/ECF Main Menu Bar.

STEP 2 The **<u>Bankruptcy Events</u>** screen displays.

— Click the **<u>Notice</u>** hypertext link.

STEP 3 The **Case Number** screen displays.

— Enter the case number in yy-nnnnn format.
— Verify case information
— Click [**Next]** to continue

STEP 4 The **Events** screen displays **(See Figure 1)**

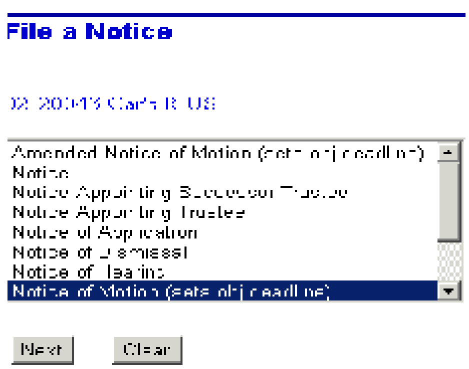


Figure 1

— Click on **Notice of Motion (set Obj Deadline)** from drop down menu.
— Click [**Next]** to continue

STEP 5 The **Select the Party** screen displays. **(See Figure 2)**

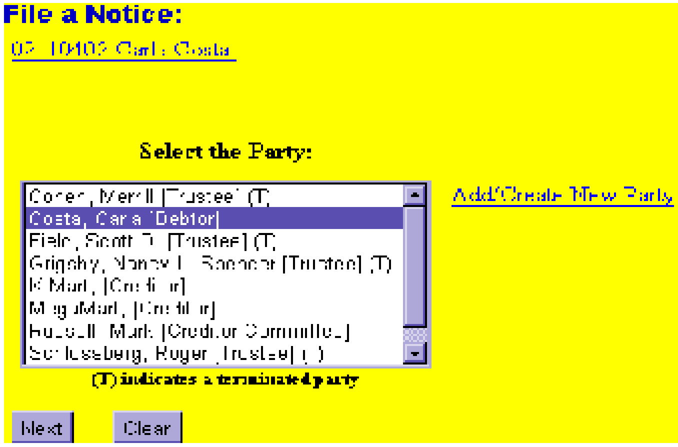


Figure 2

- Verify the name and case number displayed.
- If the case name and number are incorrect, click the browser **[Back]** button to re-enter the case number.
- If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.
- Click to highlight the filing party(ies) for this document. More than one party may be selected by holding down the **[Ctrl]** key while clicking party names.
- Click **[Next]** to continue.

STEP 6 The **PDF Document Selection** screen displays. **(See Figure 3)**

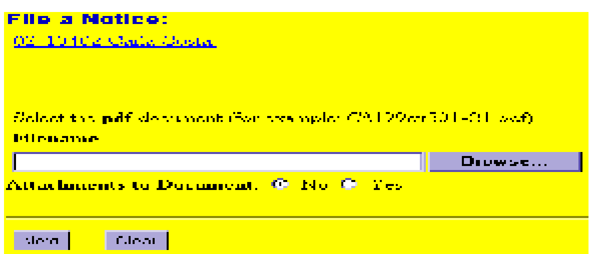


Figure 3

- Click **[Browse]**, then navigate to the directory where the PDF file is located for the amended document. Double-click the PDF filename to select it and associate it with this docket entry.
- Click **[Next]** to continue.

STEP 7 Hearing and Objection information screen will appear. **(See Figure 4)**

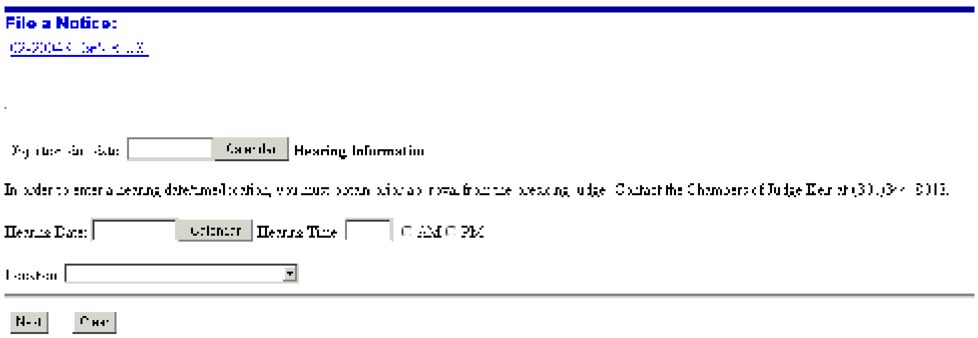


Figure 4

NOTE I: Hearing date and time for certain motions may be obtained by call the Clerk Office Main Switchboard or on line at **[www.mdb.uscourts.gov.](http://www.mdb.uscourts.gov)**

NOTE II: If a hearing is not needed at this time, enter only the objection date.

— Objection date due
— Insert hearing date, time and location
— Click **[Next]** to continue

STEP 8 The **Service Date** screen displays. **(See Figure 5)**

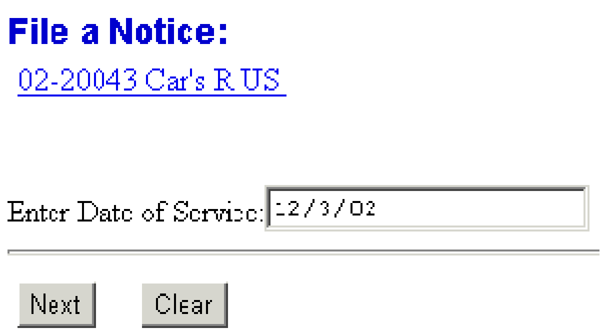


Figure 5

— Insert Date of Service.
— Click **[Next]** to continue

STEP 9 Refer to **Existing Events** screen will appear. **(See Figure 6)**

NOTE: You must check the box: Refer to existing event, otherwise your motion will not be set for a hearing.

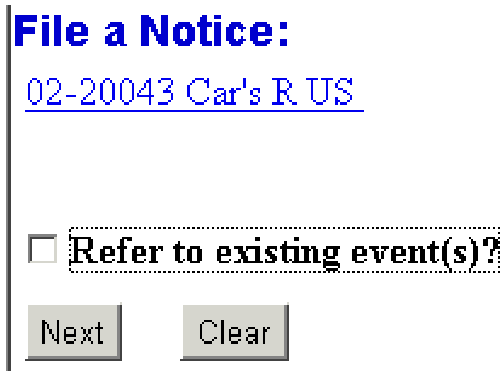


Figure 6

- Click on box Refer to existing event(s)
- Click **[Next]** to continue

STEP 10 The **pending motions** screen displays. **(See Figure 7)**

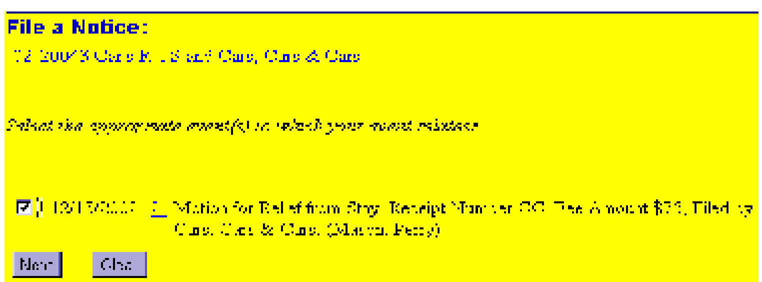


Figure 7

- Click to the appropriate motion.
- Click **[Next]** to continue

STEP 11 A **Scheduling Objection Date** screen displays **(See Figure 8)**

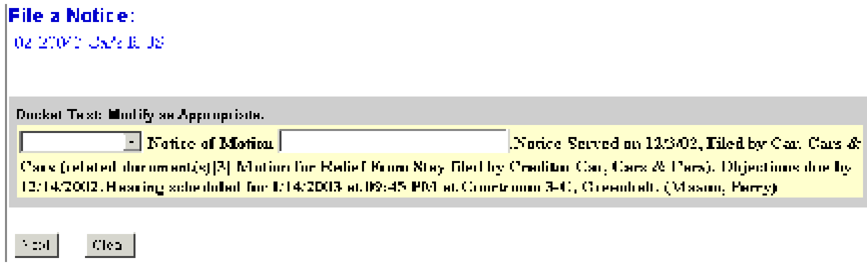


Figure 8

- Verify the all of the information, if information is correct. If not correct use the **Back** button to make the appropriate correction(s).
- Click the box for the appropriate motion. **(Do not click the box Create Schedule record for current docket entry).**
- Click **[Next]** to continue

STEP 12 The **Modify Docket Text** screen displays. **(See Figure 9)**

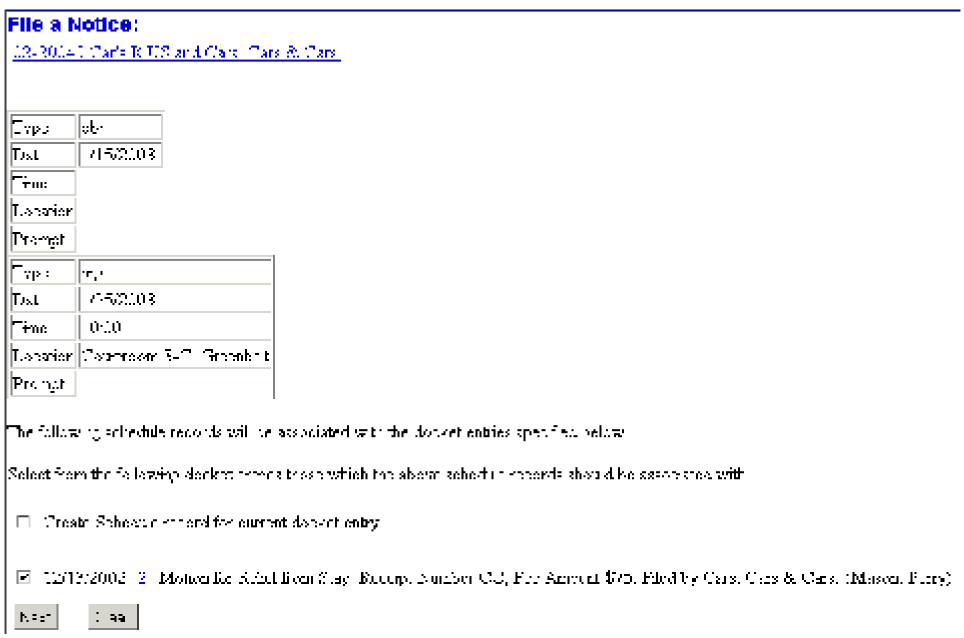


Figure 9

- Verify Information for accuracy.
- Click **[Next]** to continue.

STEP 14 The **Final Approval** screen displays. **(See Figure 11)**

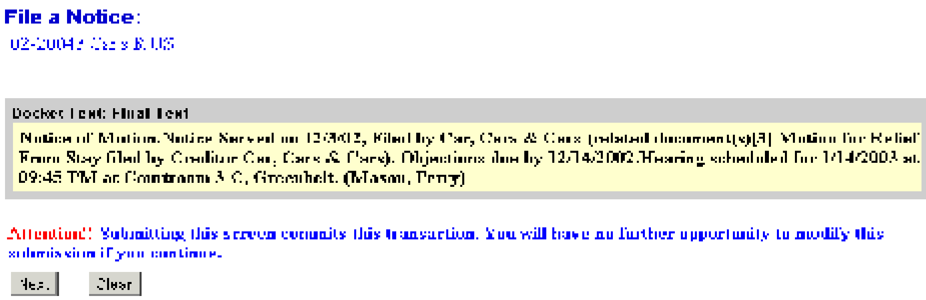


Figure 11

- Verify the Final Docket Text. <u>Read the warning message.</u>
- If the Final Docket Text is <u>correct</u>:
- Click **[Next]** to continue and officially submit the document.
- If the Final Docket Text is <u>incorrect:</u>
- Click the browser **[Back]** button to find the error(s) and proceed with the event.
- To abort the event and begin again, return to **Step 1**.

STEP 15 The **Notice of Electronic Filing** screen displays.

- The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies the that document is now an official court document.
- To print a copy of this notice click the browser **[Print]** icon.
- To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- You may also save the notice through the browser **File/Save** option.
- A supplemental text box window displays. Type the name of the document if necessary (in this example: *Motion for Relief From Stay)*.
- Verify the accuracy of the Final Docket Text.
  If the Final Docket Text is <u>correct</u>:
- Click **[Next]** to continue and officially submit the document.
- If the Final Docket Text is <u>incorrect:</u>
- Click the browser **[Back]** button to find the error(s) and proceed with the event.
- To abort the event and begin again, return to **Step 1**.

AMENDED MOTION

This module demonstrates the steps to take to amend a motion. Although this example shows the amending of a Motion for Relief From Stay, the same steps would be followed to amend any types of **motions**.

NOTE: If you are amending other document such as a notice or report, docket the event as usual and choose "amended" from the pick list of the prefix box in the Final Docket Text screen. However, do not use above method to amend a fee-based motion, as re-docketing the fee-based event will trigger a flag that may inadvertently cause the court to charge a filing fee for the amended motion where none is actually due.

To amend debtor schedules, there are separate events in the Miscellaneous category: *Amended Schedules, Amended Voluntary Petition, and Amended Matrix* (See Amended Document)

STEP 1 Click the **Bankruptcy** hypertext link on the CM/ECF Main Menu Bar.

STEP 2 The **Bankruptcy Events** screen displays.

– Click the **Motion** hypertext link.

STEP 3 The **Case Number** screen displays. **(See Figure 1)**

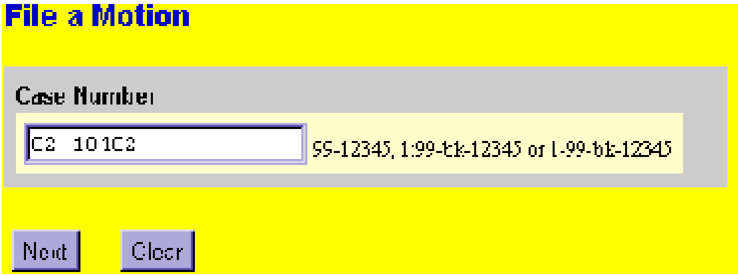


Figure 1

– Enter the case number in yy-nnnnn format.
– Click **[Next]** to continue.

STEP 4 The **Motion** screen displays. **(See Figure 2)**

Figure 2

- Click the **Amended Motion** from Drop down menu.
- Click **[Next]** to continue.

STEP 5 The **Select the Party** screen displays. **(See Figure 3)**

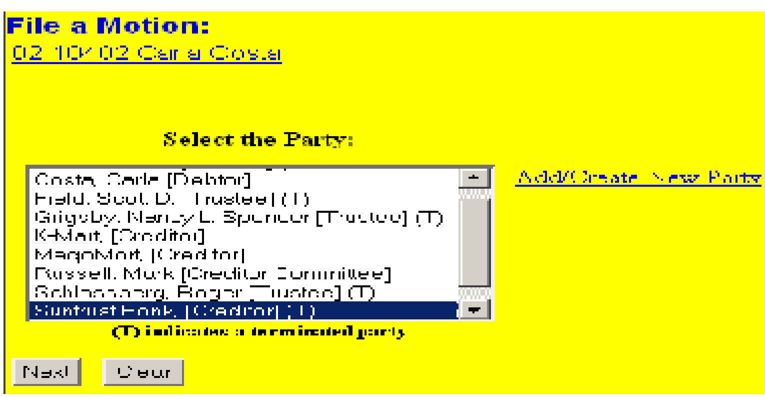


Figure 3

- Select party filer
- Click **[Next]**

STEP 6 The **PDF Document Selection** screen displays**. (See Figure 4)**

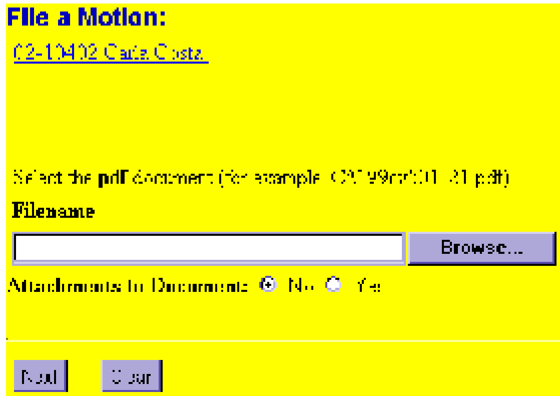


Figure 4

— Click **[Browse]**, then navigate to the directory where the PDF file is located for the amended document. Double-click the PDF filename to select it and associate it with this docket entry.

— The **Attachments to Document** option defaults to **No**. If you have attachments to the document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for instructions, if necessary).

— Click **[Next]** to continue.

STEP 7 The **Document Linking** screen displays. **(See Figure 5)**

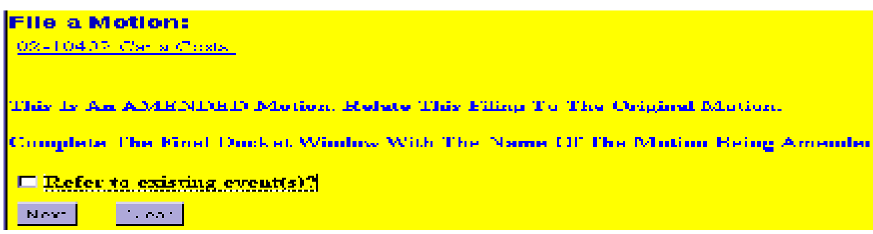


Figure 5

— Click inside the box to place a checkmark and indicate that this filing does refer to an existing document. This will allow you to choose the document being amended. By referring to that document, a linkage will be created in the system.

— Click **[Next]** to continue.

STEP 8 The **Related Event** screen displays **(See Figure 6)**

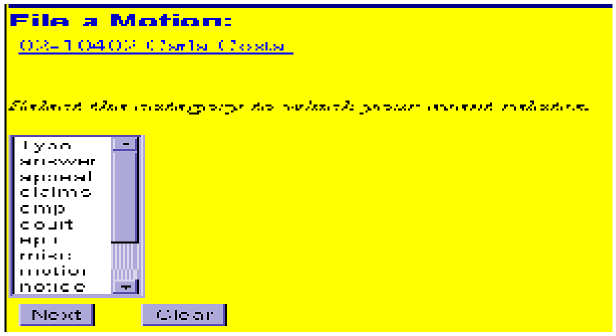


Figure 6

- Select **motion**.
- Click **[Next]** to continue

STEP 9 **The Original Motion** screen displays. **(See Figure 7)**

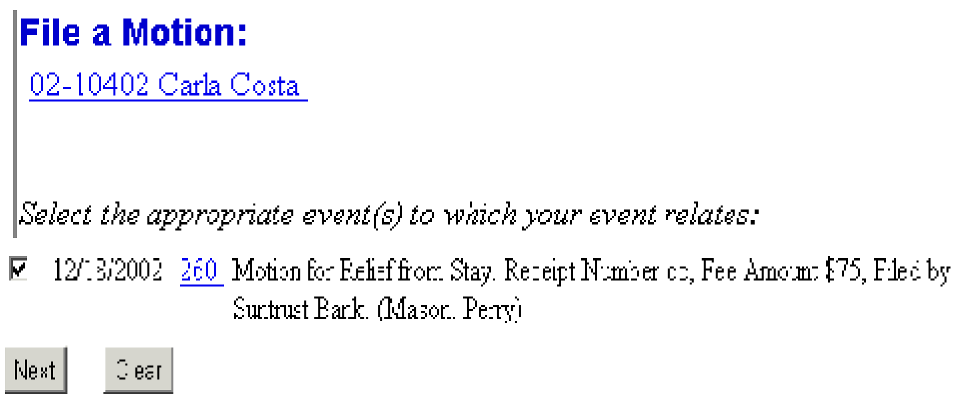


Figure 7

- Select the box at the original motion.
- Click **[Next]** to continue.

STEP 10 The **Final Docket Text** screen displays **(See Figure 8)**

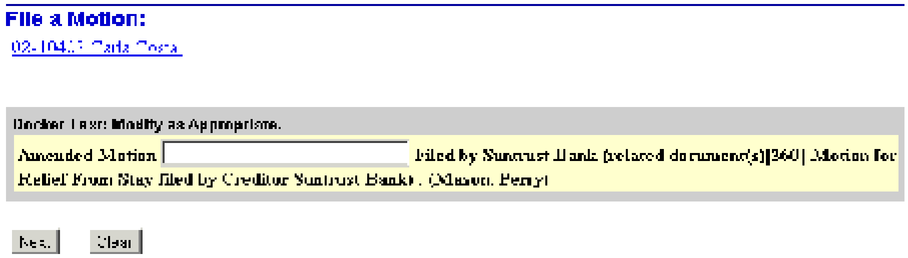


Figure 8

, A supplemental text box window displays. Type the name of the document being amended if necessary (in this example: *Motion for Relief from Stay*

NOTE: The Docket Text reflects that this Amendment is related to Document [#], the original motion that is now being amended through this entry.

, Verify the accuracy of the Final Docket Text.
, Click **[Next]** to continue.

STEP 11 The **Final Approval** screen displays. **(See Figure 9)**

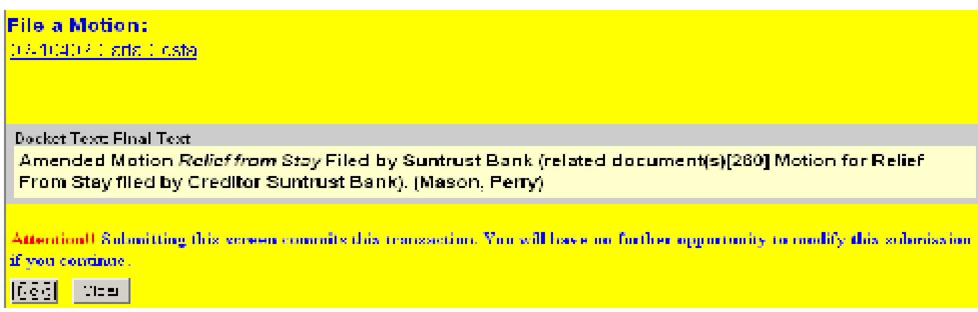


Figure 9

,
, Verify the Final Docket Text. Read the warning message.
, If the Final Docket Text is correct:
, Click **[Next]** to continue and officially submit the document.
, If the Final Docket Text is incorrect:
, Click the browser **[Back]** button to find the error(s) and proceed with the event.
, To abort the event and begin again, return to **Step 1**.

STEP 12 The **Notice of Electronic Filing** screen displays.

, The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies the that document is now an official court document.

, To print a copy of this notice click the browser **[Print]** icon.

, To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.

, You may also save the notice through the browser **File/Save** option.

AMENDED DOCUMENT

This module demonstrates the steps to take to amend certain types of documents, such as amending debtor's schedules or amending the debtor's matrix. Amended Schedules (no fee) should be used for all amended schedules not requiring a fee. The option Amended Schedules (fee) should be used when you are amending schedules D, E and/or F adding a new creditor. Amended and Modified Chapter 11 and 13 Plan and other related documents may be found under the hypertext link **Plan**. There are separate events in the Motion/Application category for Amending a Motion. **We will be using Amended Schedules (fee) in this section.**

NOTE: If you are amending other documents such as a notice or report, docket the event as usual and choose "amended" from the pick list of the prefix box in the Final Docket Text screen. However, do not use this method to amend a fee-based motion, as re-docketing the fee-based event will trigger a flag that may inadvertently cause the court to charge a filing fee for the amended motion where none is actually due.

STEP 1 Click the **Bankruptcy** hypertext link on the CM/ECF Main Menu Bar.

STEP 2 The **Bankruptcy Events** screen displays.

— Click the **Miscellaneous** hypertext link.

STEP 3 The **Case Number** screen displays. **(See Figure 1)**

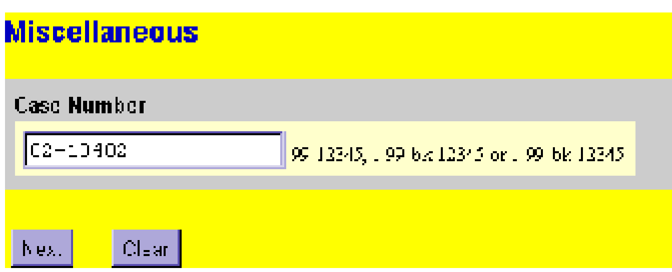


Figure 1

— Enter the case number in yy-nnnnn format.
— Click **[Next]** to continue.

STEP 4 The **Event Type** screen displays. **(See Figure 2)**

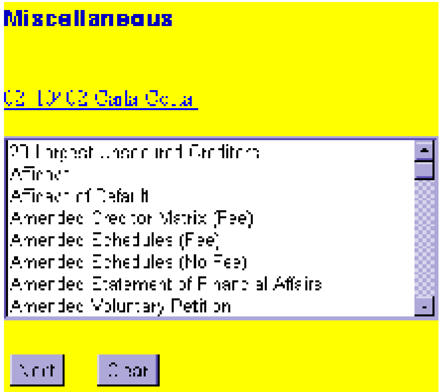


Figure 2

- Select the event. (In this case Amended Schedules)
- Click **[Next]** to continue

STEP 5 The **Select the Party** screen displays **(See Figure 3)**

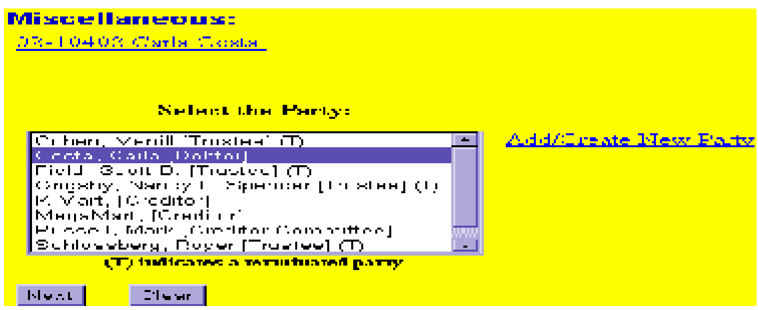


Figure 3

- Click to highlight the filing party(ies) for this document. More than one party may be selected by holding down the **[Ctrl]** key while clicking party names.
- Click **[Next]** to continue.

STEP 6 The **PDF Document Selection** screen displays**. (See Figure 4)**

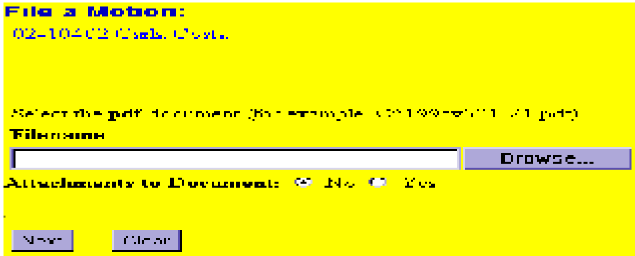


Figure 4

- Click **[Browse]**, then navigate to the directory where the PDF file is located for the amended document. Double-click the PDF filename to select it and associate it with this docket entry.
- The **Attachments to Document** option defaults to **No**. If you have attachments to the document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for instructions, if necessary).
- Click **[Next]** to continue.

STEP 7 The **Receipt** screen displays. **(See Figure 5)**

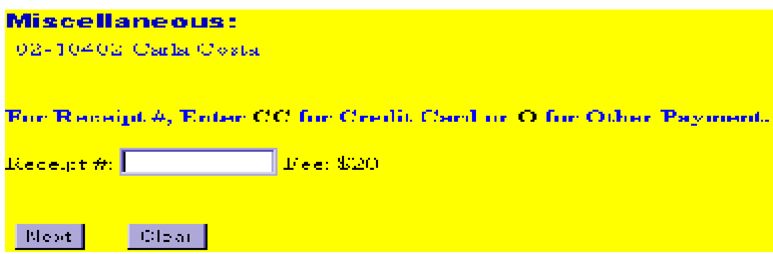


Figure 5

- Type **CC** in the Receipt Field. This indicates that the filing fee for the petition will be paid through the attorney credit card on file with the Court.
- Click **[Next]** to continue.

STEP 8 The **Modify Docket Text** screen displays **(See Figure 6)**

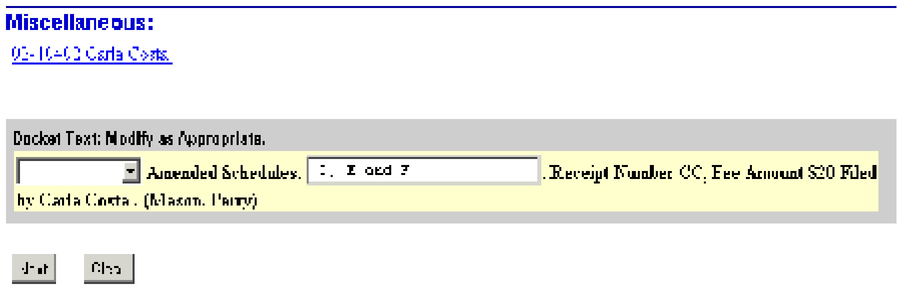


Figure 6

- A supplemental text box window displays. Type the name of the document being amended or (in this example: *Amended Schedules* (*name the schedules been amended)*
- Verify the accuracy of the Final Docket Text.
- Click **[Next]** to continue.

STEP 9 The **Final Approval** screen displays. **(See Figure 7)**

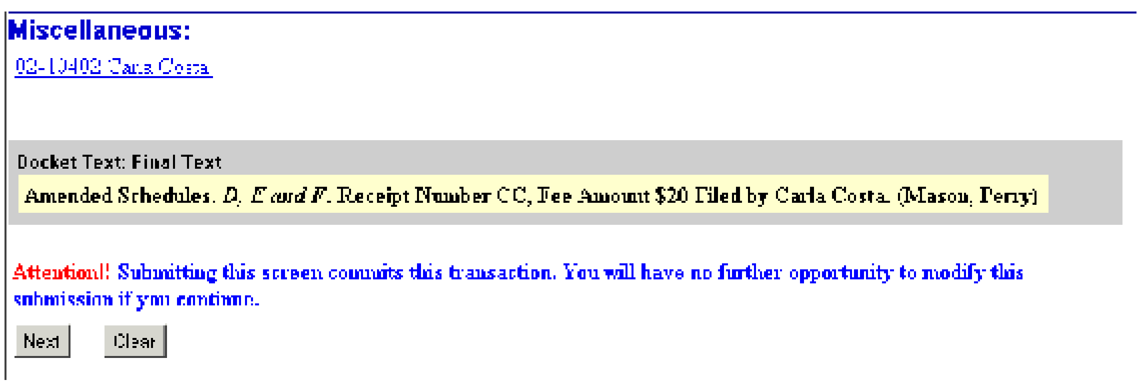


Figure 7

- Verify the Final Docket Text. Read the warning message.
- If the Final Docket Text is correct:
- Click **[Next]** to continue and officially submit the document.
- If the Final Docket Text is incorrect:
- Click the browser **[Back]** button to find the error(s) and proceed with the event.
- To abort the event and begin again, return to **Step 1**.

STEP 10 The **Notice of Electronic Filing** screen displays.

- The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies the that document is now an official court document.
- To print a copy of this notice click the browser **[Print]** icon.
- To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- You may also save the notice through the browser **File/Save** option.

ATTACHMENTS TO DOCUMENTS

This module demonstrates the steps to take when an electronically filed document has attachments. This would occur most frequently when a document (such as a motion, for example) was typed in word processing and converted to PDF format, but there were additional exhibits to be included with the filing. In that instance, there would be more than one *PDF* file; the document itself converted to PDF format in the word processor, and one or more attachments scanned and saved in *PDF* format separate from the main document.

Attachments to Documents

STEP 1 Selection screen displays. (See Figure 1) Scan the attachment(s) and convert to *PDF* format. (See module: Converting Scanned Documents to PDF Format for additional information.) If there are multiple exhibits to attach to a single document, they may be scanned separately or as one attachment.

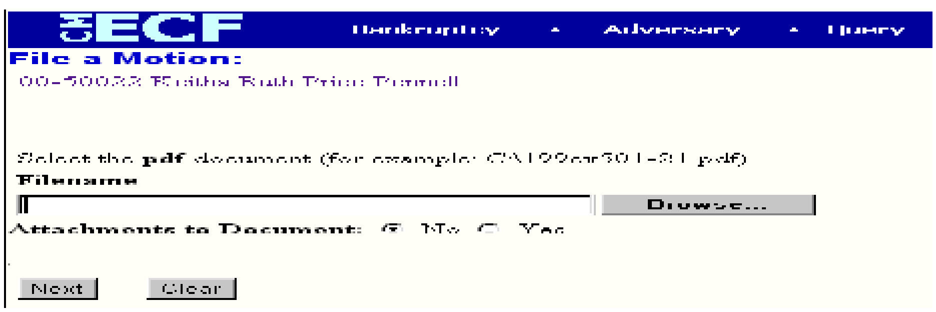


Figure 1

STEP 2 During the docketing process, the PDF Document

— Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located for the main document. Double-click the PDF file to select it and associate it with the docket entry.

NOTE: If you wish to view the image before associating it with the docket entry to verify that you have chosen the correct file, first right click on the highlighted filename and select *Open* to view the image in Adobe Acrobat.

- The Attachments to Document radio button defaults to No. Click to select **Yes**.
- Click **[Next]** to continue.

STEP 3 **The Attachments to Document screen displays (Section 1 & 2. (See Figure 2)**

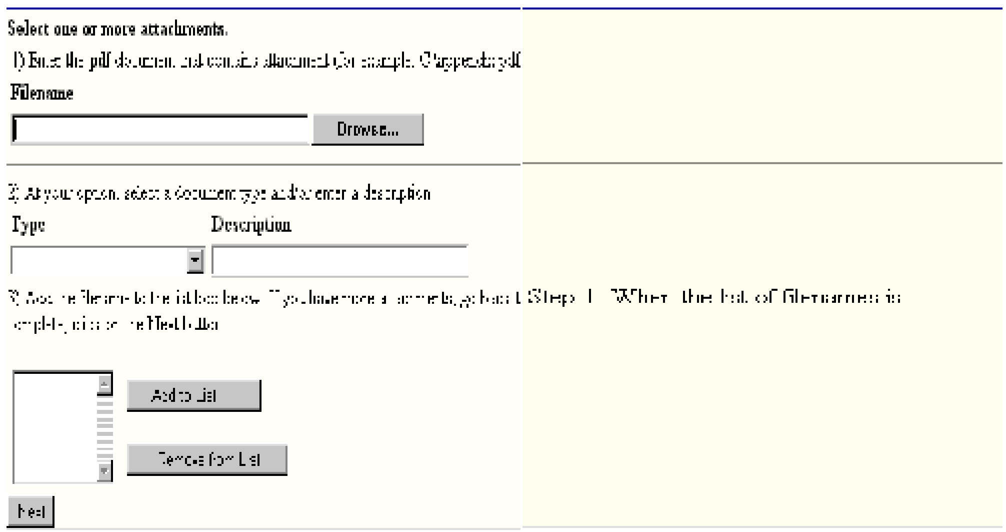


Figure 2

SECTION:1 Click **[Browse]** then navigate to the directory where the attachment PDF file is located for the main document. Double-click the PDF attachment file to select it and include it with the main document for this docket entry.

STEP 4 **The attachment *PDF* filename now displays in Section 2 (See Figure 2)**

SECTION: 2 Allows for descriptive information about this attachment.

, Click on the down arrow – to reveal the list of options in the Type category. **(See Figure 2a)**

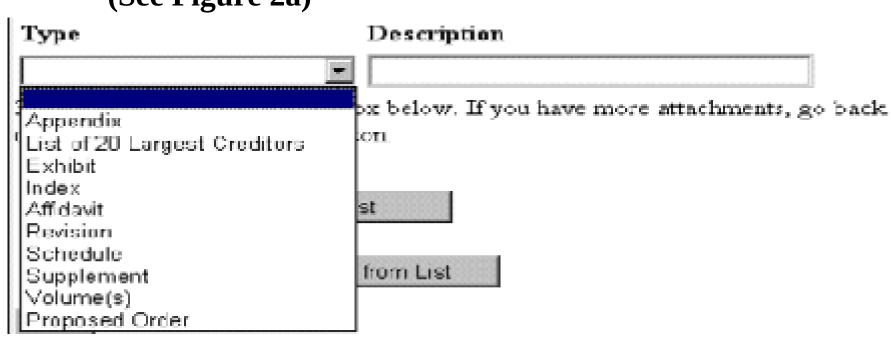


Figure 2a

— Click to highlight a Type if appropriate for this attachment, or leave blank.
— Click inside the Description field to type the name of the attachment(s). As examples: *Deed of Trust and Promissory Note*; or *Security Agreement* (if only one attachment is included).
— Click [Add to list] to include the attachment in the docket entry.

STEP 5 The Attachment Filename displays in Section 3. **(See Figure 2b)**

— Add the filename to the list box below. If you have more attachments go back to step 1 . When the list of filenames is complete.

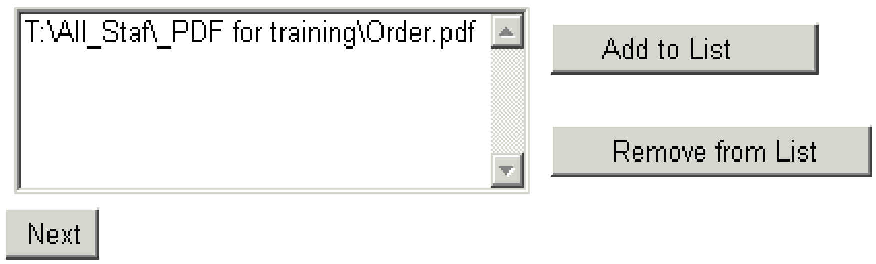


Figure 2b

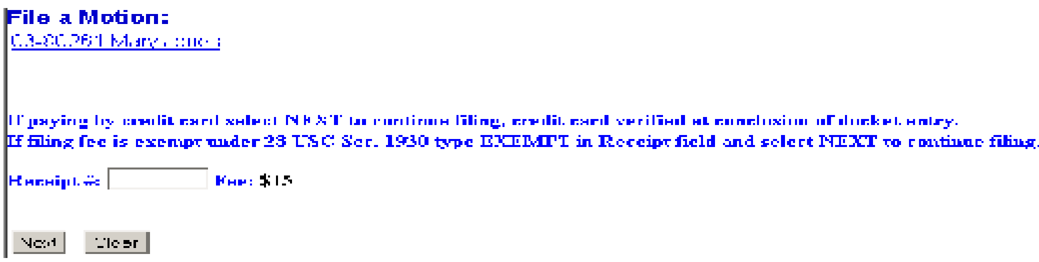
— Click on the Next button.
— If the **attachment** filename displayed is <u>incorrect</u>, click to highlight the filename, then click **Remove from List**.
— If there are <u>additional</u> attachments to include, repeat **Steps 3 and 4** until all attachments are displayed in **Section 3)**.
— When all attachments are displayed in **Section 3)**.
— Click **[Next]** to continue.
— Proceed to docket the remainder of the event as usual.

INTERNET CREDIT CARD PAYMENTS

This module demonstrates payment of filing fees interactively via the internet credit card program. Filings fees may be paid within your filing session via a credit card or debit card bearing a VISA or MasterCard logo. This program will automatically engage when it recognizes that a filing fee is due.

STEP 1 While you are within your filing session, after the PDF Document Selection screen displays, the receipt screen will display (**See Figure 1**).

Figure 1



- If you are paying the filing fee in full, you do not need to enter any information at this screen. The filing fee will automatically display in the Fee field. Click **[Next]** to continue.
- If you are exempt from the filing fee under 28 USC Sec. 1930, enter EXEMPT in the Receipt field.
- If you are opening a new case and you have indicated the debtor will be paying the filing fee in installments, enter INSTALL in the Receipt field and enter the amount 0.0 in the Fee field. The Fee field will allow modification of the filing fee ONLY if you have indicated installments during the case opening process.
- When either EXEMPT or INSTALL are entered in the Receipt field, the credit card program will not engage. Click **[Next]** to continue. Proceed to Step 3.

STEP 2 After the final docket text displays, if you left the Receipt field blank, the credit card program will engage with a new pop-up window on your screen.

- A Summary of Current Charges appears, displaying the Date Incurred, Description and Amount of each filing fee.
- To complete the credit card transaction, click **[Pay Now]**.

- You may click **[Continue Filing]** if you are filing more transactions and would like to process payment for all the items at once when you are done filing.
- After clicking **[Pay Now]** you are prompted to enter your credit card information, including the card type, card number and expiration date.
- Click **[Submit Payment]**. The information is encrypted and submitted by the U.S. Treasury. A receipt number is returned, displayed and automatically docketed.

STEP 3 Payment of Installments

- If you indicated the debtor is paying the petition filing fee in installments, and you entered INSTALL in the Receipt field, the first installment payment must be paid in person at the appropriate Clerk's Office within 24 hours of electronic filing, or on the next business day if 24 hours falls on a holiday or weekend day.

- The installment payment may be paid with cash, money order or by attorney check, but may not be paid with an attorney's or debtor's credit card.

STEP 4 If you clicked [Continue Filing] and then logged out of the session without processing your credit card payment, you must log back in and process payment.

- Click the Utilities hypertext link and click <u>Internet Payments Due</u>. (See **Figure 2**)

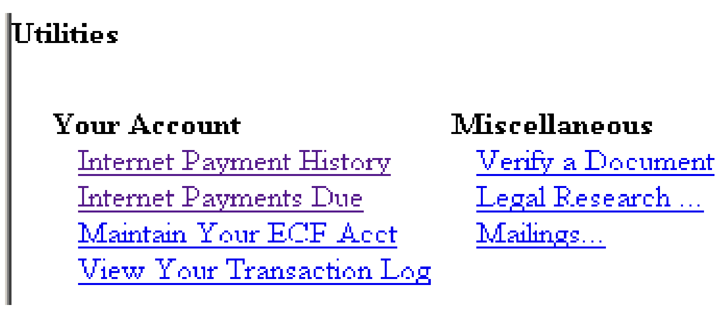


Figure 2

- Enter your credit card information, including the card type, card number and expiration date and click **[Submit Payment]**. The information is encrypted and submitted by the U.S. Treasury. A receipt number is returned, displayed and automatically docketed.

OBJECTIONS TO MOTION

This section explains how to docket an objection (or a response) to a motion or application. The example used is an objection to a Motion for a Relief from Stay

STEP 1 Click the Bankruptcy hyperlink on the CM/ECF Main Menu.

STEP 2 The **Bankruptcy Events** screen displays.

– Click the Answer/Response hyperlink. **(See Figure 1)**

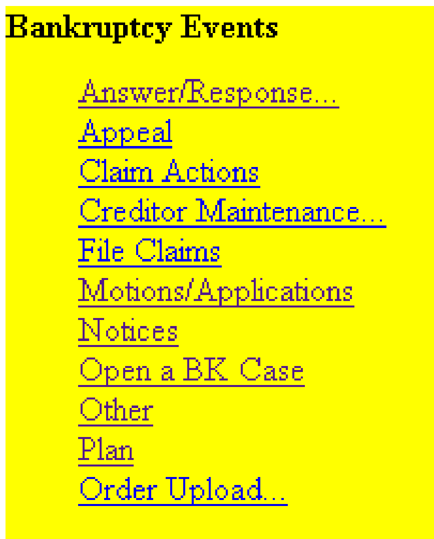


Figure 1

STEP 3 The Event Selection screen displays. **(See Figure 2)**

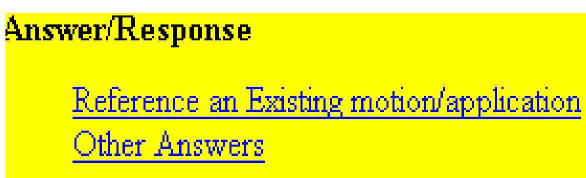


Figure 2

– Click the appropriate event (our example we will select reference an Existing motion/application)

STEP 4 The **Case Number** screen displays **(See Figure 3)**

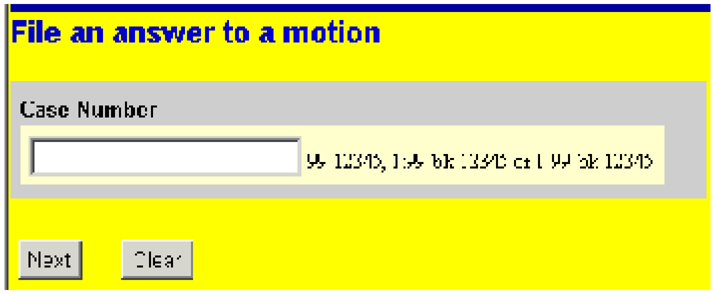


Figure 3

- Enter the correct case number, including the hyphen.
- Click **[Next]** to continue

STEP 5 The **Document Type Selection** screen displays**. (See Figure 4)**

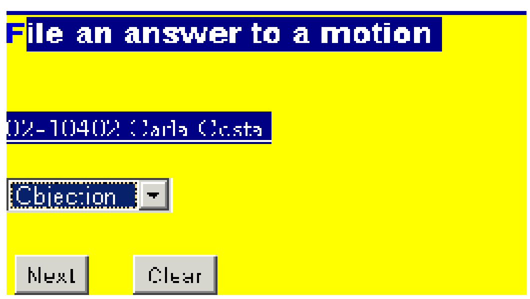


Figure 4

- Click on the down arrow in the **Document Type** drop down list.
- Click **[Next**] to continue

STEP 6 The **Select Party** screen displays. **(See Figure 5)**

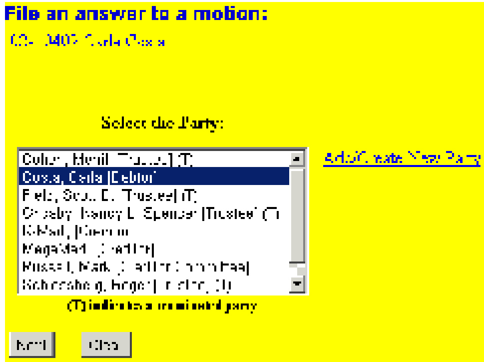


Figure 5

- Select the party filer and proceed to **Step 10**, if the party can not be found.
- Click the Add/Create New Party hyperlink

STEP 7 The **Party** screen displays. **(See Figure 5a)**

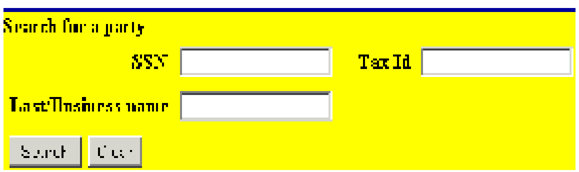


Figure 5a

- Enter name of party filer.
- Click **[Search]** to continue**.**

STEP 8 The **Search Party** screen displays. **(See Figure 5b)**

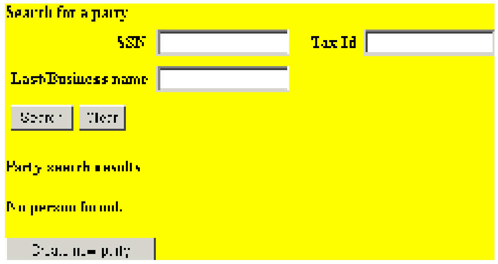


Figure 5b

- Select the party from the list if a match is found.
- Click **[Next]** to continue to **Step 10**, if no match is found
- Click [**Create new party]**

STEP 9 The **Party Information** screen displays. **(See Figure 5c)**

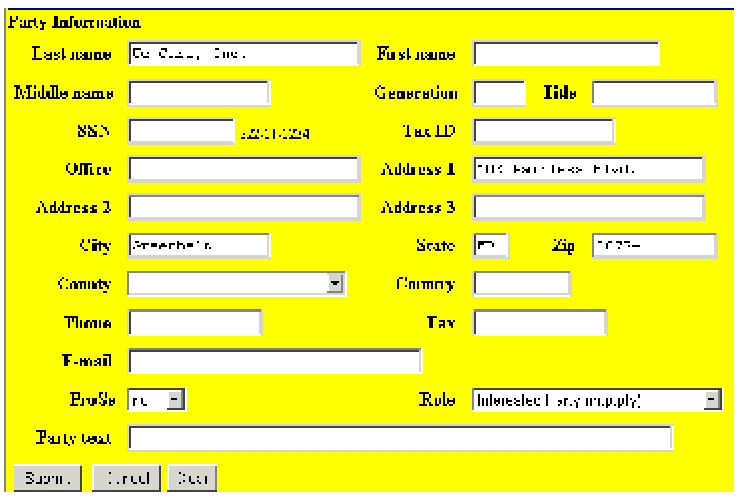


Figure 5c

- Complete all appropriate name fields. The entire business name should be entered in the Last Name field. **Do not** add address information. Since this party is represented by an attorney, do not change the pro se default value of No.
- Click to expand the Party **Role** list arrow and highlight the appropriate party type from the drop down list
- Click **[Submit**].

STEP 10 The **Select Party** screen displays. **(See Figure 5d)**

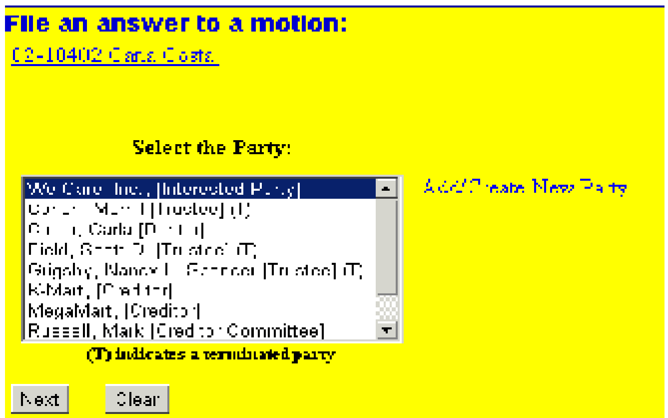


Figure 5d

- Select the party filer.
- Click **[Next]** to continue.

STEP 11 The **Attorney Party Association** screen appears. **(See Figure 6)**

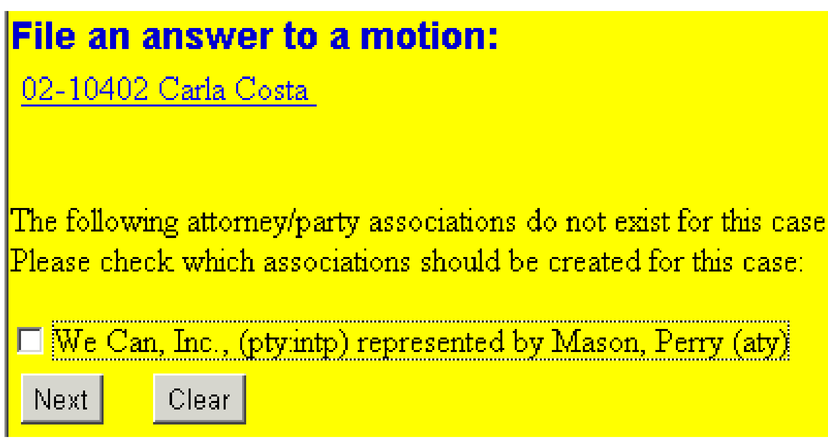


Figure 6

- Since your party is new, this screen will establish you as counsel for them on this case
- Check the box
- Click **[Next]** to continue.

STEP 12 The **PDF Document Selection** screen displays.**(See Figure 7)**

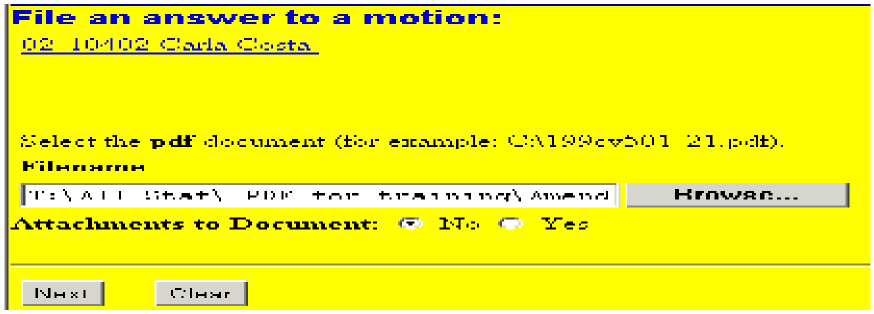


Figure 7

- Click **[Browse**], then navigate to the directory where the PDF file is located.
- Double-click the **PDF** file to select.
- Click **[Next**] to continue.

STEP 13 The **Pending Motions (Linking)** screen displays. **(See Figure 8)**

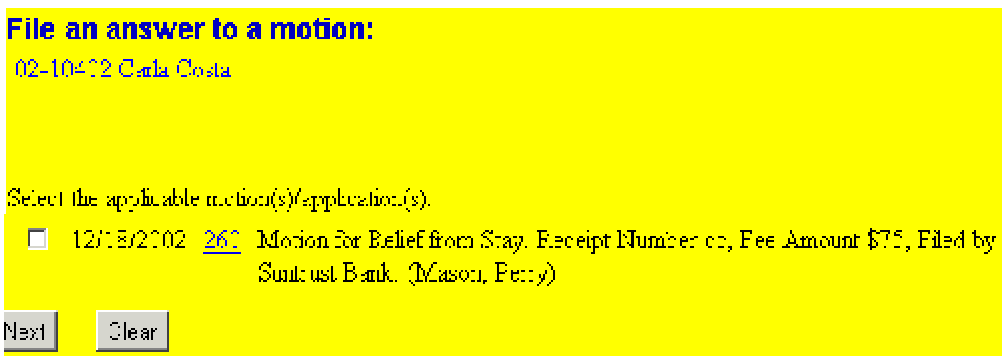


Figure 8

- Select the appropriate motion you wish to object to by clicking in the box next to the date. If there is more than one possibility, click on the document number hyperlink to view the imaged application or motion
- Click **[Next]** to continue.

STEP 14 An **Information** screen displays. **(See Figure 9)**

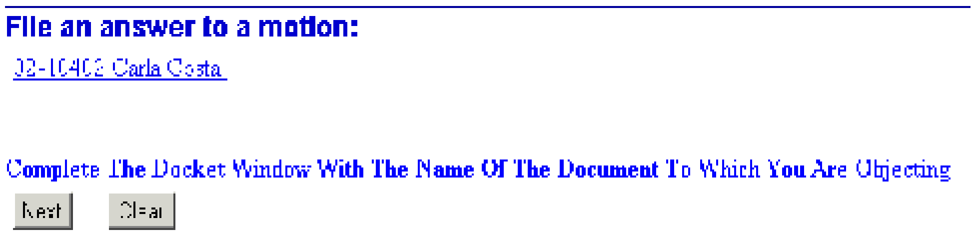


Figure 9

- Click **[Next]** to continue

STEP 15 The **Modify Docket Text** screen displays **(See Figure 10)**

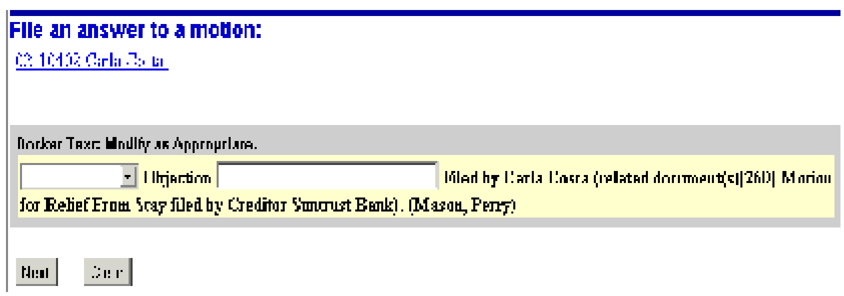


Figure 10

- Ensure the docket text is correct.
- Click **[Next]** to continue.

STEP 16 The **Final Docket Text** screen displays. **(See Figure 11)**

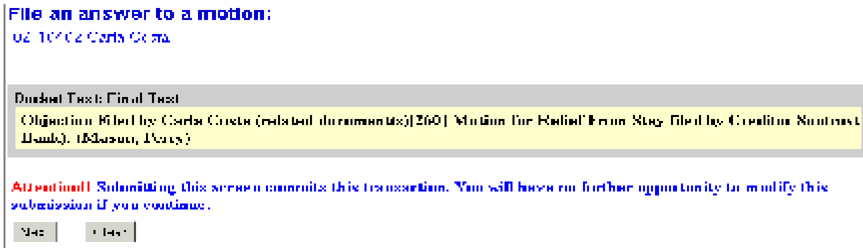


Figure 11

— Use caution on this screen and proof contents of the entry carefully.

NOTE: To abort or restart the transaction at any time, click the Bankruptcy hyperlink on the main menu bar.

— Click **[Next**] to continue.

STEP 17 The **Notice of Electronic Filing** screen displays**.**

NOTE: Users should scroll down to view entire notice.

— Click the browser **[Print]** button to print a copy of this notice.
— You may also save the notice through the browser File/Save option.

CERTIFICATE OF SERVICE

Where a paper or pleading must be accompanied by a certificate of service. The certificate of service may filed as part of original paper or as a separate pleading and it must specifically identify the document being served.

This section explains how to docket the certificate of service when it is filed as a separate document. The certificate of service will set forth the names of the parties served and the method of service including the parties who will be served electronically **(may be obtained by click on Utilities. Under the category Miscellaneous clicking on mailing and then Mailing Info a case , enter the case number and click next. The case mailing information will appear).**

We will use a Motion and a Notice of Motion for this example.

STEP 1 Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

STEP 2 The **Bankruptcy Events** screen displays.

— Click on the **Miscellaneous** hyperlink **(See Figure 1)**

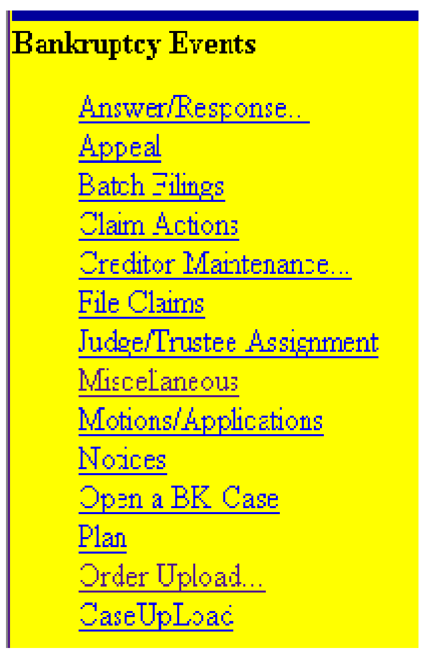


Figure 1

STEP 3 The **Case Number** screen displays **(See Figure 2)**

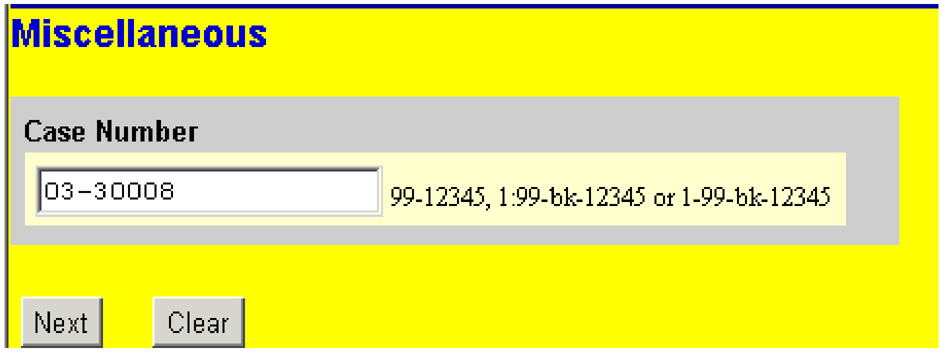


Figure 2

- Enter the correct case number, including the hyphen.
- Click **[Next]** to continue

STEP 4 The **Document Type Selection** screen displays**. (See Figure 3)**

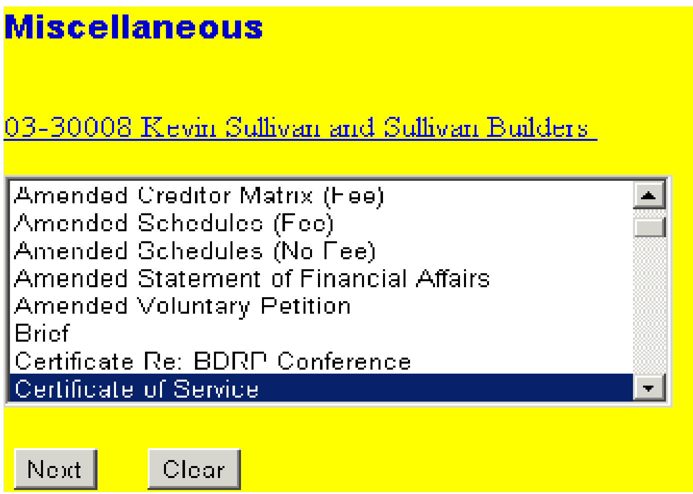


Figure 3

- Click on the down arrow in the **Document Type** drop down list. or Type the letter c and select Certificate of Service
- Click **[Next**] to continue

STEP 5 The **Select Party** screen displays. **(See Figure 4)**

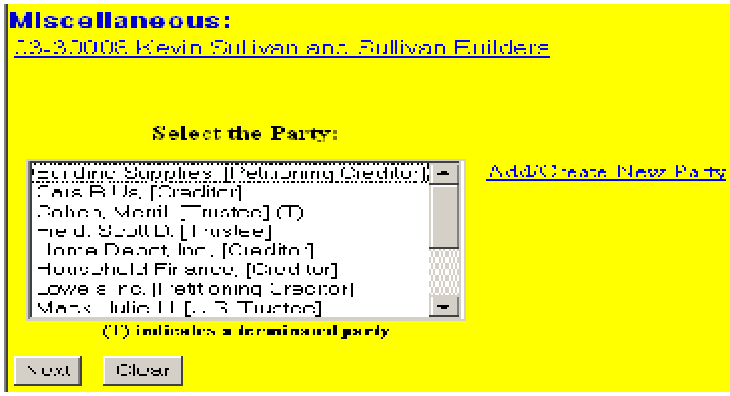


Figure 4

- Select the party from the list. **(Select your Client)**
- Click [Next] to continue.

STEP 6 The **PDF Document Selection** screen displays.**(See Figure 5)**

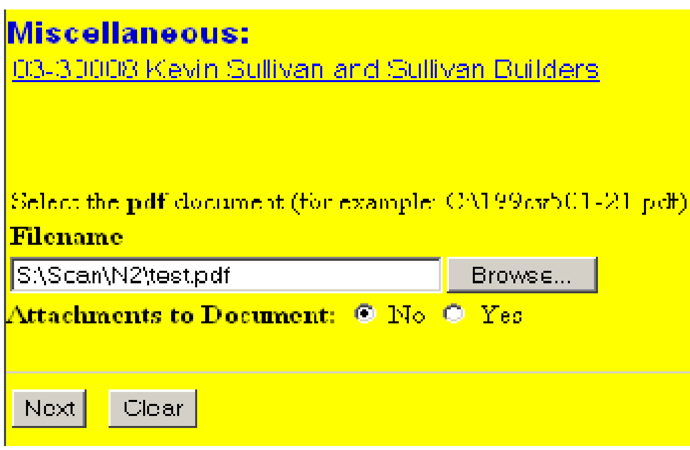


Figure 5

- Click **[Browse**], then navigate to the directory where the PDF file is located.
- Double-click the PDF file to select.
- Click **[Next]** to continue.

STEP 7 The category for Related Events screen displays. **(See Figure 6)**

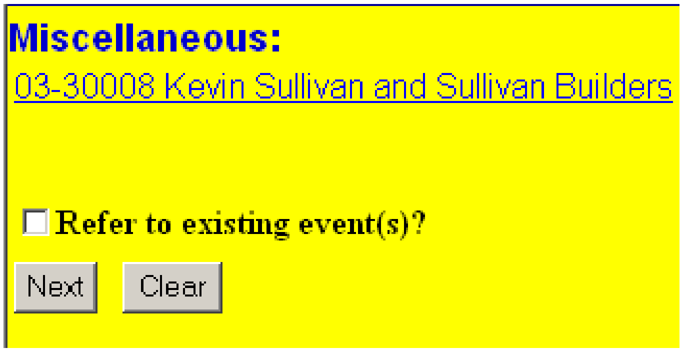


Figure 6

- Click on box Refer to existing event(s)
- Click **[Next]** to continue

STEP 8 The Select the category screen displays. **(See Figure 7)**

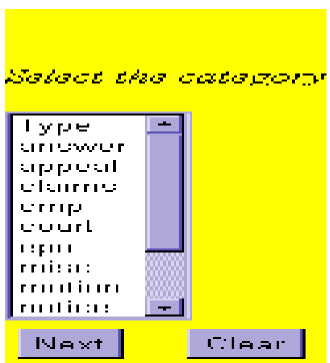


Figure 7

- Select the category(ies) to which your certificate of service relates.
  (Two or more items may be selected by holding down the control key and hi-lighting the items

- Click **[Next]** to continue

STEP 9 The **Appropriate Event(s)** screen displays. **(See Figure 8)**

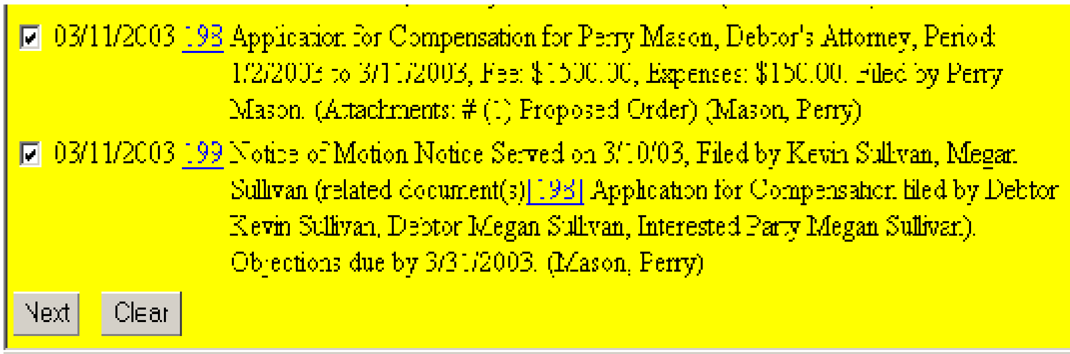


Figure 8

- Select the box(es) that are appropriate
- Click **[Next]** to continue.

STEP 10 The **Modify Docket Text** screen displays. **(See Figure 9)**

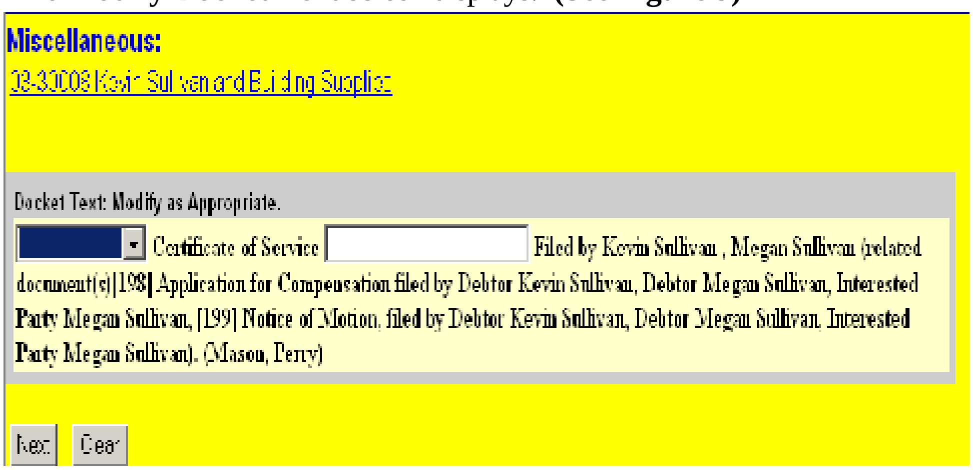


Figure 9

- Verify Information for accuracy.
- Click **[Next]** to continue.

STEP 11 The **Final Approval** screen displays. **(See Figure 10)**

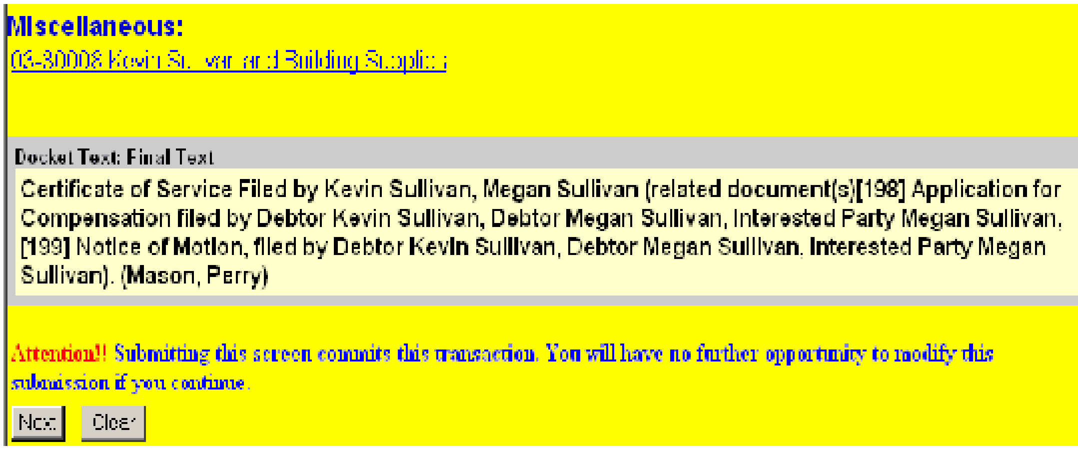


Figure 10

- Verify the Final Docket Text. Read the warning message.
- If the Final Docket Text is correct:
- Click **[Next]** to continue and officially submit the document.
- If the Final Docket Text is incorrect:
- Click the browser **[Back]** button to find the error(s) and proceed with the event.
- To abort the event and begin again, return to **Step 1**.

STEP 12 The **Notice of Electronic Filing** screen displays.

- The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies the that document is now an official court document.
- To print a copy of this notice click the browser **[Print]** icon.
- To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- You may also save the notice through the browser **File/Save** option.
- A supplemental text box window displays. Type the name of the document if necessary.
- Verify the accuracy of the Final Docket Text.
  If the Final Docket Text is correct:
- Click **[Next]** to continue and officially submit the document.
- If the Final Docket Text is incorrect:
- Click the browser **[Back]** button to find the error(s) and proceed with the event.
- To abort the event and begin again, return to **Step 1**.

OBJECTION TO CLAIM

This module explains how to docket an objection to a claim..

NOTE: a copy of the proof of claim must be attached to your objection

STEP 1 Click the **<u>Bankruptcy</u>** hyperlink on the CM/ECF Main Menu.

STEP 2 The **<u>Bankruptcy Events</u>** screen displays.

— Click the **<u>Claims Actions</u>** hyperlink. **(See Figure 1)**

Figure 1

STEP 3 The **Case Number** screen displays **(See Figure 2)**

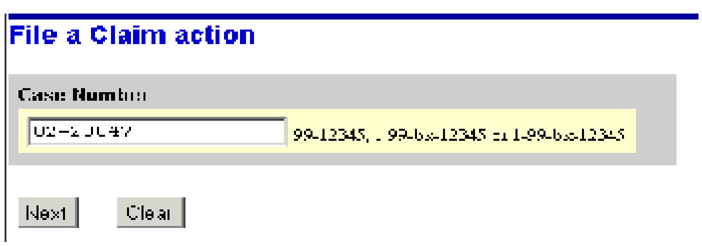


Figure 2

— Enter the correct case number, including the hyphen.
— Click **[Next]** to continue

STEP 4 The **Document Type Selection** screen displays**. (See Figure 3)**

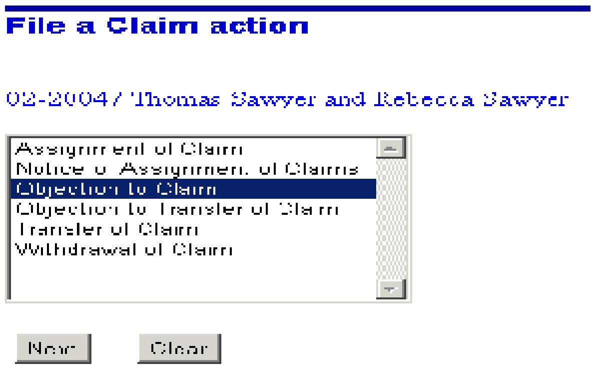


Figure 3

— Click on the down arrow in the **Document Type** drop down list.
— Click **[Next**] to continue

STEP 5 The **Select Party** screen displays. **(See Figure 4)**

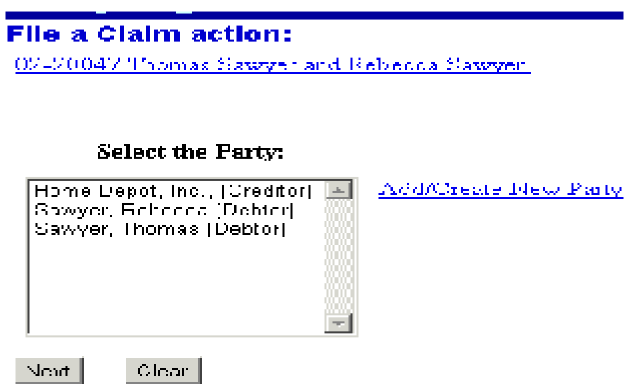


Figure 4

— Select the party from the list if a match is found.
— Click [Next] to continue to **Step 10**, if no match is found
— Click [**Add/Create new party]**

STEP 6 The **Party Screen** displays. **(See Figure 4a).**

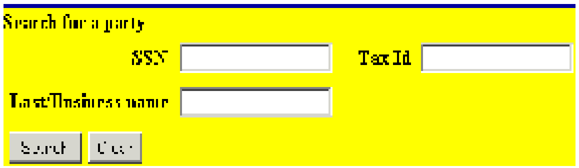


Figure 4a

- Enter name of party filer.
- Click **[Search]** to continue**.**

STEP 7 The **Search Party screen** displays. **(See Figure 4b)**

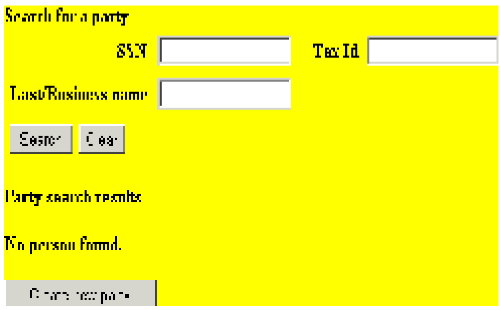


Figure 4b

STEP 8 **Party Information** screen displays. **(See Figure 4c)**

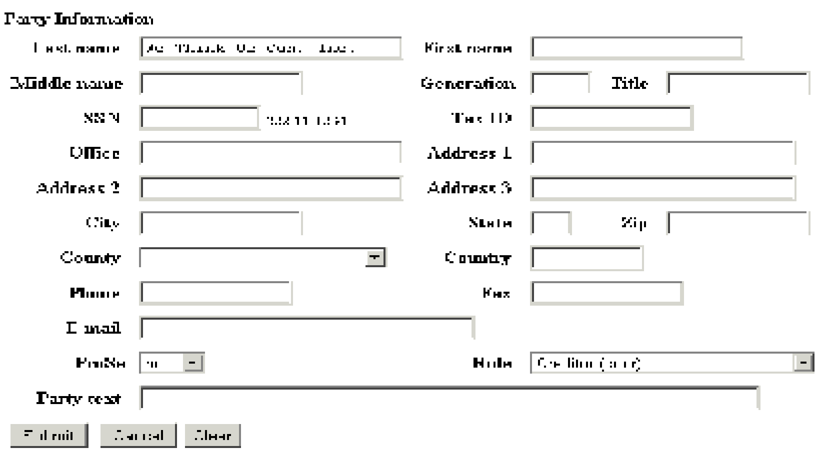


Figure 4c

— Complete all appropriate name fields. The entire business name should be entered in the Last Name field. **Do not** add address information. Since this party is represented by an attorney, do not change the pro se default value of No.
— Click to expand the Party **Role** list arrow and highlight the appropriate party type from the drop down list
— Click **[Submit**].

STEP 9 The **Select Party** screen displays. **(See Figure 5)**

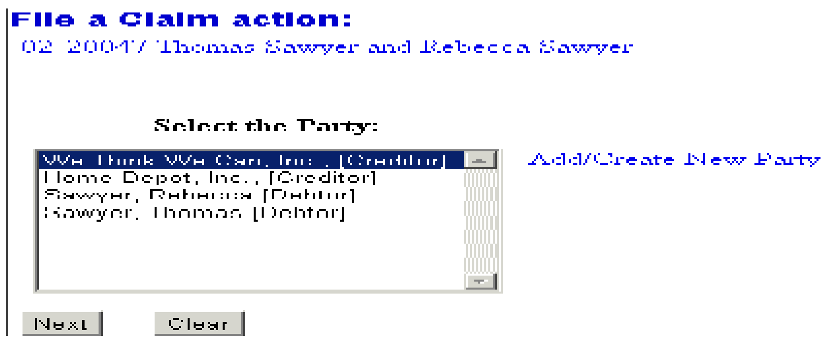


Figure 5

— Select the new created party
— Click **[Next**] to continue.

STEP 10 The **Attorney Party Association** screen appears. **(See Figure 6)**

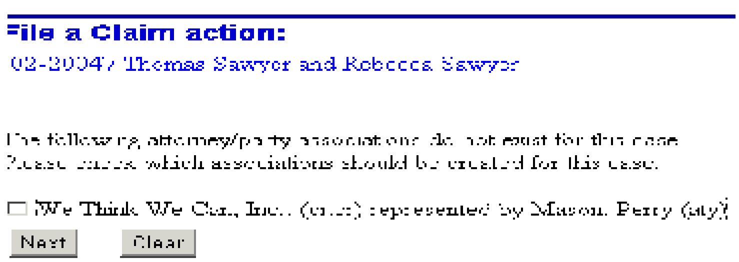


Figure 6

— If your party is new, this screen will establish you as counsel for them on this case
— Check the box
— Click **[Next]** to continue.

STEP 11 The **PDF Document Selection** screen displays.**(See Figure 7)**

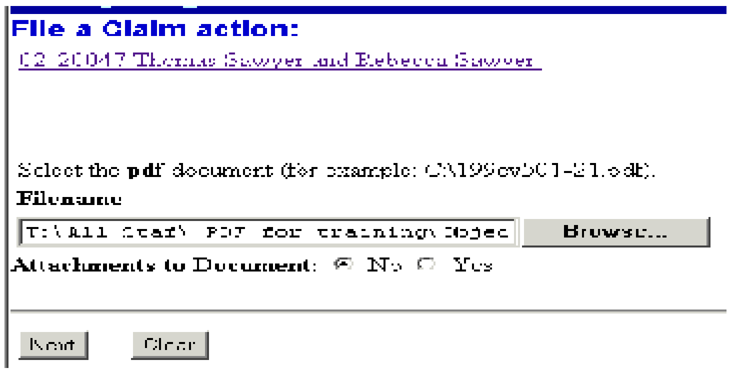


Figure 7

— Click **[Browse]**, then navigate to the directory where the PDF file is located.
— Double-click the PDF file to select.
— Click **[Next]** to continue.

STEP 12 **Instruction for Enhancement** screen displays. **(See Figure 8)**

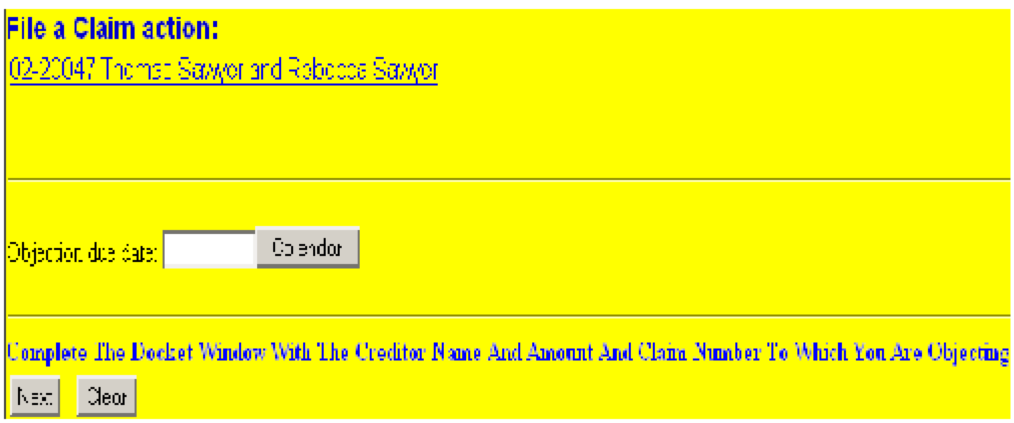


Figure 8

— Enter Objection Due date.
— Click **[Next]** to continue

STEP 13 The **Modify Docket Text** screen displays **(See Figure 9)**

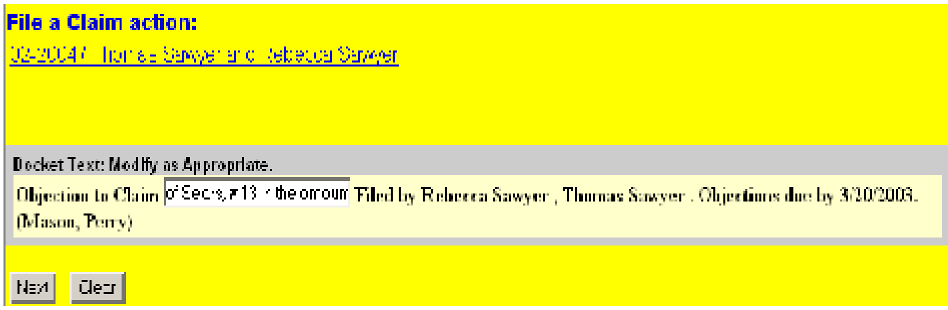


Figure 9

— Ensure the docket text is correct.
— Click **[Next]** to continue.

STEP 14 The **Final Docket Text** screen displays. **(See Figure 10)**

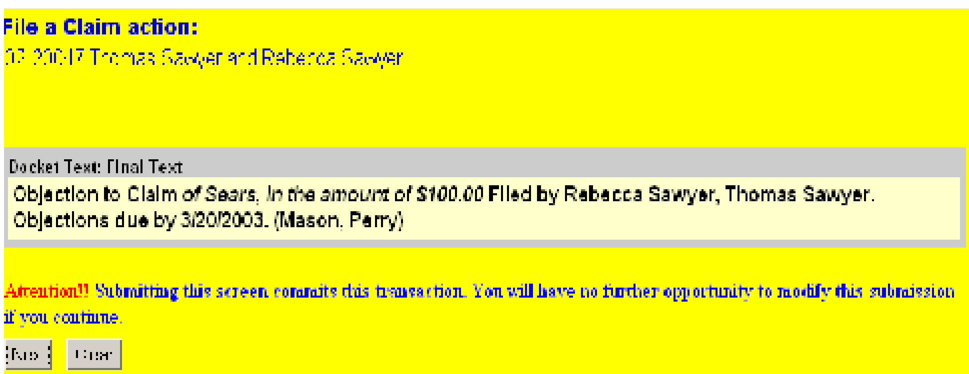


Figure 10

— Use caution on this screen and proof contents of the entry carefully.

NOTE: To abort or restart the transaction at any time, click the Bankruptcy hyperlink on the main menu bar.

— Click **[Next]** to continue.

STEP 15 The **Notice of Electronic Filing** screen displays.

NOTE: Users should scroll down to view entire notice.

- Click the browser **[Print]** button to print a copy of this notice.
- You may also save the notice through the browser File/Save option.

BATCH FILING

The Batch Filing hyperlink lists allow for certain events to be docketed in several cases at the same time. The following instructions will guide you through the ECF system. We are using the example "Objection to the Confirmation of a Plan filed by the Chapter 13 Trustee "(Attorneys should not use Batch Filing for the event) in this module However, the same steps would be followed for other filings**.**

STEP 1 Click **<u>Bankruptcy</u>** hyperlink on the CM/ECF Main Menu

STEP 2 The **<u>Bankruptcy Events</u>** screen displays.

— Click on the **Batch Filing** hyperlink.

STEP 3 The **Case Number(s)** screen displays**. (Figure 1)**

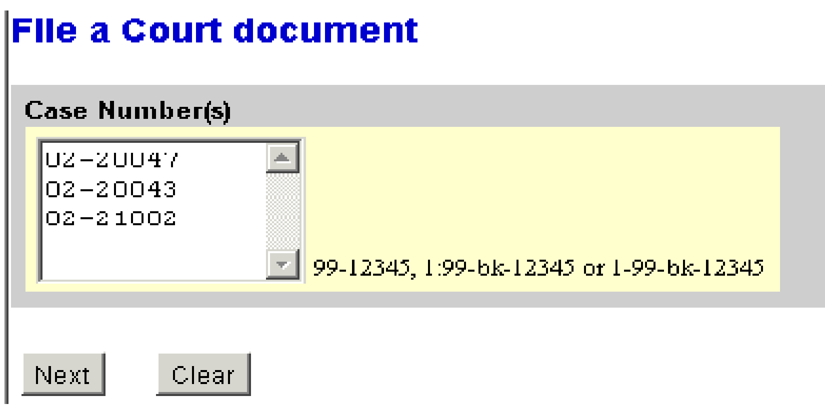


Figure 1

— Enter all Case Numbers, Verify cases numbers.
— Click **[Next]** to continue**.**

STEP 4 The **Event Selection** screen displays. **(See Figure 2)**

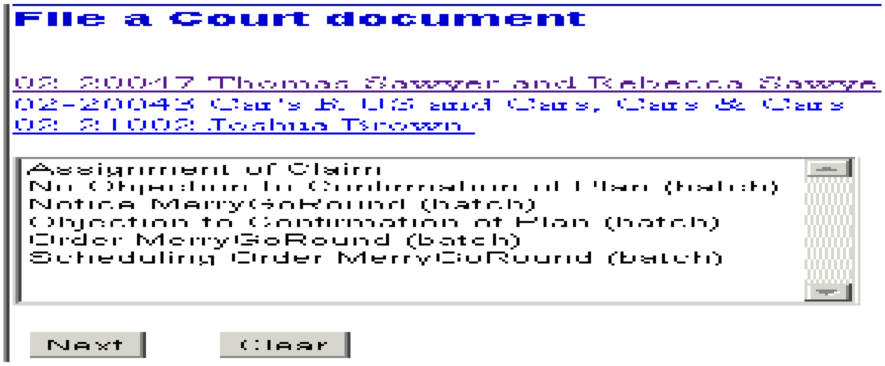


Figure 2

— Select on the appropriate event (Objection to Confirmation to Plan). From the drop down box

— Click **[Next]** to continue.

STEP 5 The **PDF Document(s)** screen displays. **(See Figure 3)**

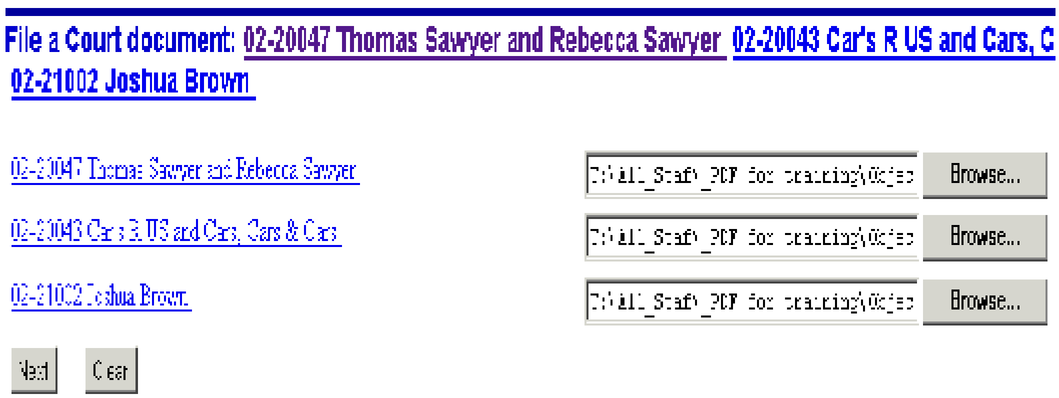


Figure 3

— Click on the Browse button one at a time, then navigate to the directory where the appropriate PDF files are located and select it with your mouse.

— Click **[Next]** to continue

STEP 4 The **Event Selection** screen displays. **(See Figure 2)**

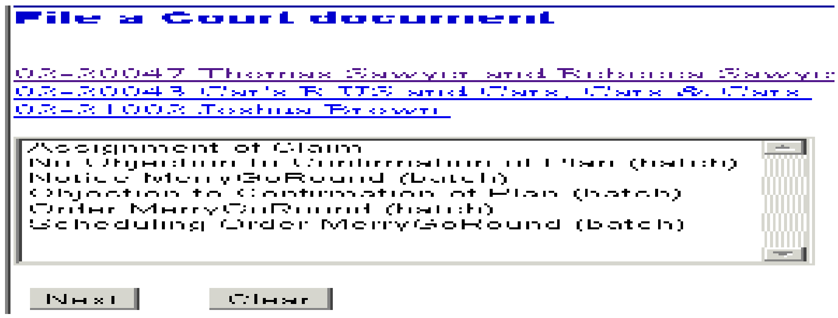


Figure 2

— Select on the appropriate event (Objection to Confirmation to Plan). From the drop down box
— Click **[Next]** to continue.

STEP 5 The **PDF Document(s)** screen displays. **(See Figure 3)**

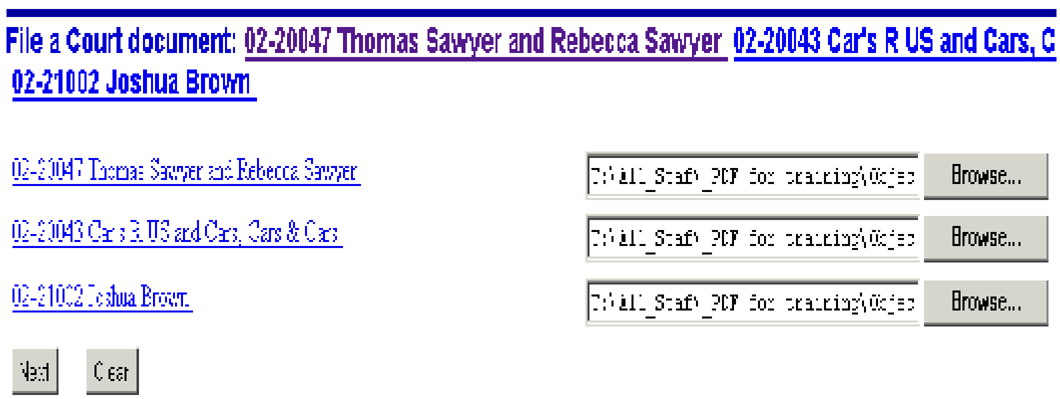


Figure 3

— Click on the Browse button one at a time, then navigate to the directory where the appropriate PDF files are located and select it with your mouse.
— Click **[Next]** to continue

OPENING AN ADVERSARY PROCEEDING

Opening an adversary proceeding involves entering the necessary information regarding the plaintiff and defendant, along with basic statistical data. The lead event (usually the complaint) is incorporated into this process and will not need to be docketed separately. This module demonstrates the steps to take to open an adversary proceeding in CM/ECF.

STEP 1 Click the **Adversary** hypertext link on the CM/ECF Main Menu Bar.

STEP 2 The **Adversary Events** screen displays.

– Click the **Open an AP Case** hypertext link.

STEP 3 The **Case Data** screen displays. **(See Figure 1)**

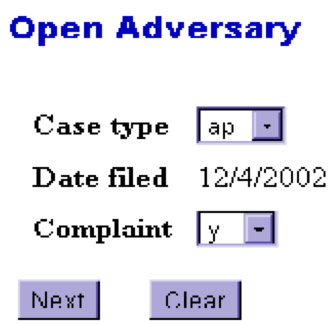


Figure 1

– Note that the case number field is inaccessible. A case number will be received after the transaction has been completed.
– The current date is displayed in the **Date Filed** field. This date cannot be changed.
– Click the down arrow – to reveal the list of **Complaint** options: either ***y*** for yes or ***n*** for no. This field signifies the lead event for this proceeding. If filing something other than a complaint, such as a Notice of Removal, change the ***y*** to ***n***.

STEP 4 The **Lead Case Number** screen displays. **(Figure 2)**

— Enter the Bankruptcy Case Number (Lead Case Number)
— The association type default to Adversary

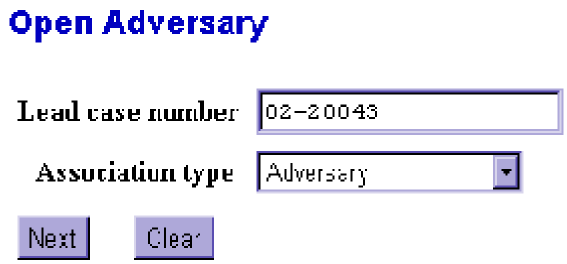


Figure 2

— Click **[Next]** to continue

— Verify Division and Lead Bankruptcy Case number. If <u>incorrect</u>, click the browser **[Back]** button to re-enter the Lead case number

— Click [Next] to continue

STEP 5 The **Search Party** screen displays. **(See Figure 3)**

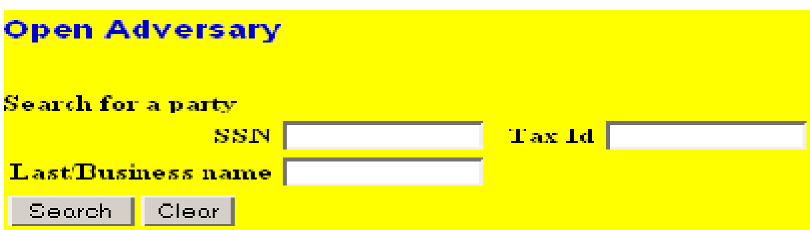


Figure 3

— Enter name to search for the party to be added to the case. *It is recommended that you add parties to the case in the following order: Plaintiffs, defendants, then interested parties/other as applicable.*

— Click **[Search]** to continue.

STEP 6 The **Party Search Results** screen displays. **(See Figure 4)**

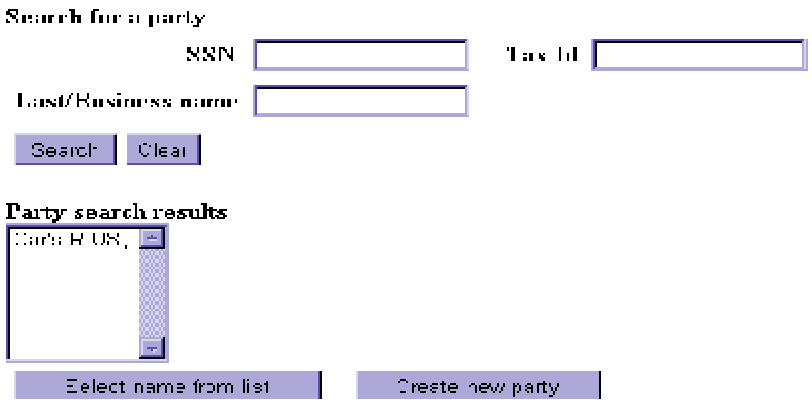


Figure 4

— If the system finds the correct party, highlight the party's name in the **Party Search Results** window, and click **Select Name from List** to add the party to the case, **(See Figure 2)** and then proceed to **Step 6**.

OR

— If the system does not find the party with the search criteria entered, it will display a message **No person found**. **(See Figure 4a)**

— Click **Create New Party** to add the party to the case.

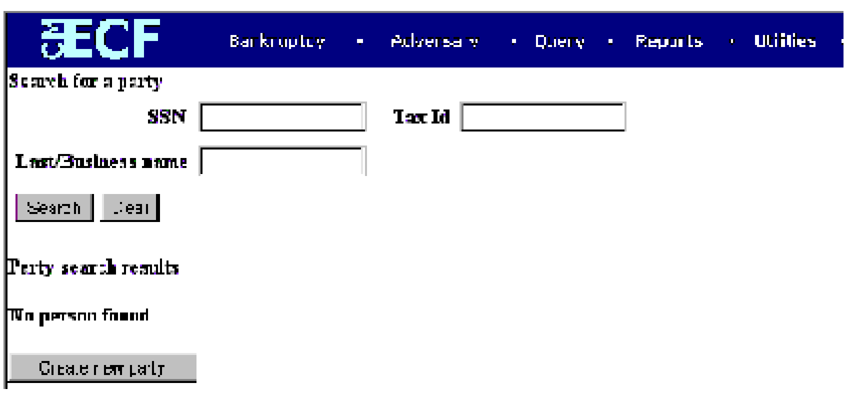


Figure 4a

STEP 7 The **Party Information** screen displays.

NOTE: if you have selected a party from the party list, you will not be able to change the social security number/tax id number field; however, you will be able to modify other field information.

— Enter or verify the party name. Remove party information (if any) such as address and county. The plaintiff is represented by counsel, and thus no address information should be entered.

Important: Specify applicable **[Role]** type, Plaintiff, Defendant, etc. You must be changed to reflect the correct party role for the party currently being added.

— Click **[Attorney]**.
— Enter your last name or bar id number.
— Click **[Search]** to continue.
— The **Attorney search results** screen displays.
— Click to highlight the attorney name.
— Click **[Select name from list]** to continue and add yourself as the attorney for all of the parties you are representing.
— Click **[Add Attorney]**
— The **Party Information** screen displays again.
— Add aliases, if any, by clicking the **[Alias]** button.
— Review information by clicking the **[Review]** button to verify the information for the party being added.
— ***REPEAT Steps 5, 6 and 7 until all Plaintiff(s), have been added to the system.***
— When all information is correct, click **[Submit]** to add the party to the case and database.
— The **Party Information** screen displays again for the Defendant(s) .

REPEAT Steps 5, 6 and 7 until all Defendant(s) have been added to the system.

NOTE: When adding a defendant, DO NOT associate an attorney for the defendant. An attorney for a defendant will be added to the case upon the filing of an answer. If the defendant is a debtor, be sure to also remove the debtor address information in the same manner as was done for the plaintiff.

— Once all parties have been added to the system, click **[End Party Selection]**.

STEP 8 The **Adversary Statistical Data** screen displays. **(See Figure 5)**

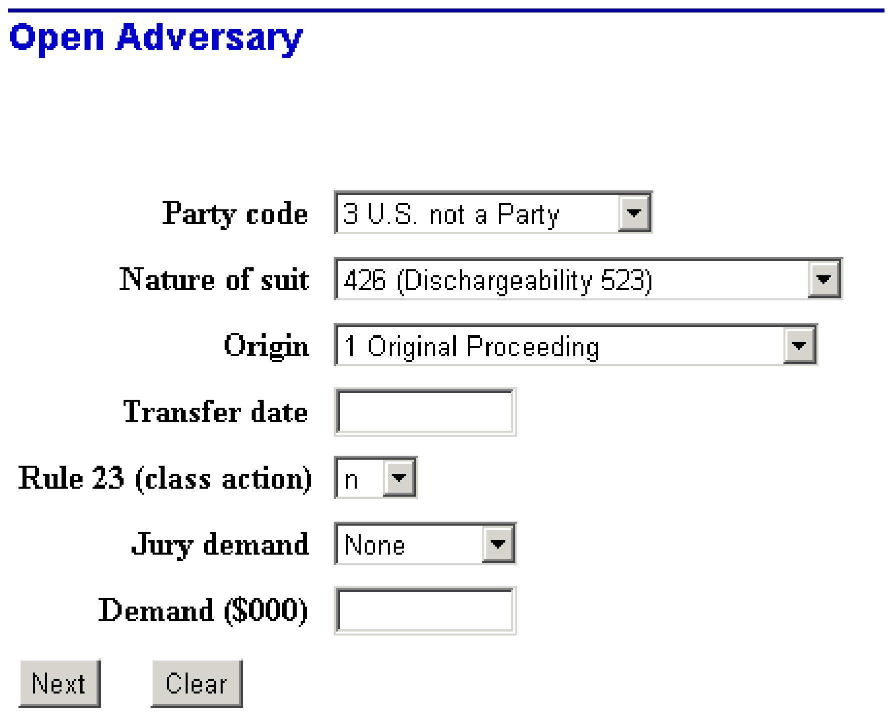


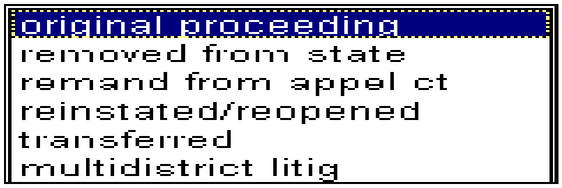
Figure 5

— Click the down arrow – to reveal the list of **Party Code** options. If the U.S. is a plaintiff or a defendant in this adversary proceeding, click to highlight the correct party code to so indicate. If the U.S. is ***not*** a plaintiff or defendant in your case, accept the default **US is not a party to the case**.

— Click the down arrow – to reveal the list of **Nature of Suit** options. Click to highlight the nature of suit that applies to the instant case. Only one **Nature of Suit** option can be selected, however, there will be a supplemental text box window in the **Final Docket Text** screen in which to type the **Nature of Suit(s)** that pertain to this filing.

NOTE: If there is more than one **Nature of Suit** and one is objection to discharge (727), choose *424(obj/Revocation Discharge 727)* here.

– Click the down arrow – to reveal the list of **Origin** options.
– Click to highlight and select the appropriate origin for the case being filed.
– The **Origin** field defaults to original proceeding. Other Values are:



– Enter a **Transfer Date** if Applicable.
– Click the down arrow – to reveal the list of **Rule 23 (Class Action)** options. The default is ***n*** for no. The default should remain ***n*** for no
– Click the down arrow – to reveal the list of **Jury Demand** options. Those options are *Both*, *Defendant*, *None* or *Plaintiff*. The system defaults to **none**. If you are requesting a jury trial in your attached complaint, this should be requested as a separate document for the courts approval . .The default should remain **none**
– **Demand**: If there is a dollar demand in the complaint, enter the **($000)** amount to the nearest thousand (i.e. for a demand of 5,000 enter 5, leave off the 000). NOTE: DO NOT use dollar signs or commas.
– Click **[Next]** to continue.

STEP 9 The **PDF Document Selection** screen displays. **(See Figure 6)**

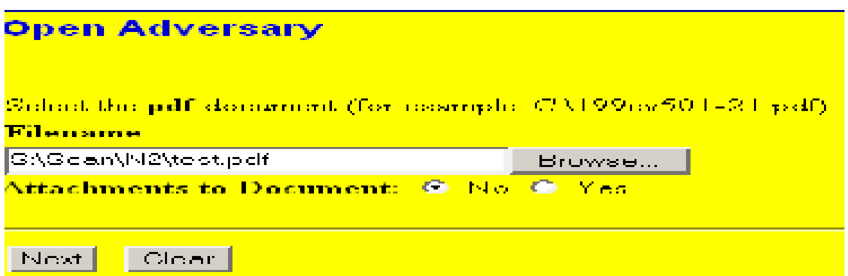


Figure 6

– Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with the docket entry.

NOTE: If you wish to view the image before associating it with the docket entry to verify that you have chosen the correct file, first right click on the highlighted filename and select ***Open*** to view the image in Adobe Acrobat.

— The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information).
— Click **[Next]** to continue.

STEP 10 The **Receipt** screen displays.

— If paying the filing fee in full, leave the Receipt Field blank. The filing fee will display in the Fee Field. Click **[Next]** to pay the filing fee by credit card via the internet credit card program. Refer to internet credit card program instructions.
— If filing fee is exempt under 28 USC Sec. 1930, type EXEMPT in the Receipt Field and type 0.0 in the Fee Field.
— Click **[Next]** to continue.

NOTE: Chapter 7, Chapter 12 (if allowed by Law) and Chapter 13 Debtors' Adversary Filing Fees are Waived. Adversary Proceeding Filing fees are deferred for Case Trustees.

— **(**$000) amount to the nearest thousand (i.e. for a demand of 5,000 enter 5.

NOTE: DO NOT use dollar signs or commas.

— Click **[Next]** to continue.

STEP 11 Open Adversary screen displays. **(See Figure 8)**

Figure 8

— **Click [Next] to continue**

STEP 12 The **Final Approval** screen displays. **(See Figure 9)**

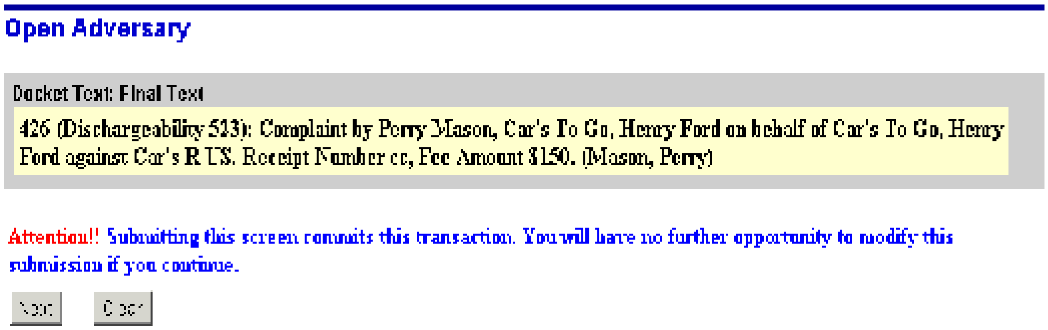


Figure 9

— Verify the Final Docket Text. Read the warning message.
— If the Final Docket Text is <u>correct</u>:
— Click [Next] to continue and officially submit document.
— If the Final Docket Text is <u>incorrect</u>:
— Click the browser [Back] button to find the error(s) and proceed with the event.
— To abort or restart the transaction, return to Step 1 and begin again.

STEP 13 The **Notice of Electronic Filing** screen displays.

— The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies the that document is now an official court document.

NOTE: Please make a note of your Adversary Proceeding Number

— To print a copy of this notice click the browser [Print] icon.
— To save a copy of this notice, click [File] on the browser menu bar and select Save Frame As.
— You may also save the notice through the browser File/Save option.

QUERY

This module demonstrates the functions of the CM/ECF Query feature. This feature allows access to case information, document images, attorney information, deadline and hearing information, pending motions, and much more.

STEP 1 Click on the Query hypertext link on the CM/ECF Main Menu Bar.

STEP 2 The **Query Search** screen displays. **(See Figure 1)**

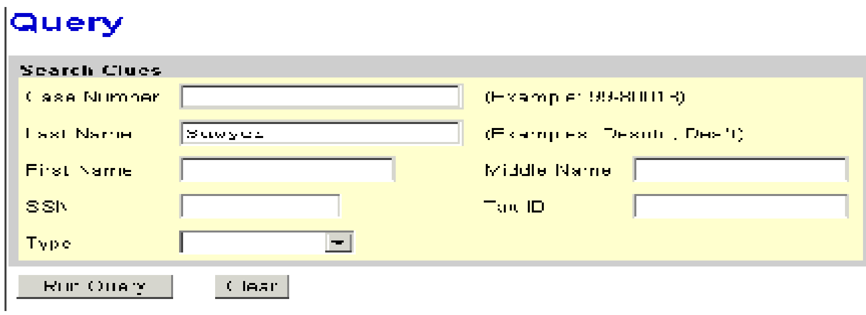


Figure 1

– Query searches can be based upon various pieces of information. the options are:

- Case Number
- Last Name
- First Name
- Middle Name
- SSN
- Tax ID
- Type (Attorney, Bankruptcy Administrator, Party, Professional, Trustee, U.S. Trustee)

– Enter the information upon which the Query Search should be based.
– Click **[Run Query]** to continue.

NOTE: To return to the original blank defaults and begin the search again, click **[Clear]**.

STEP 3 The **Query Results** screen displays. **(See Figure 2)**

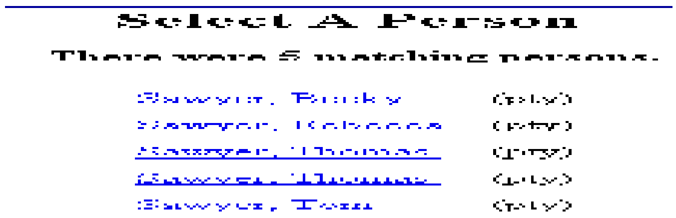


Figure 2

- If the Query Search found more than one case that matched the search criteria, a list of matches will be presented. Click on the hypertext link for the match. The desired case will be presented.
- If the Query Search found only one match, the case will be presented. **(See Figure 3)**

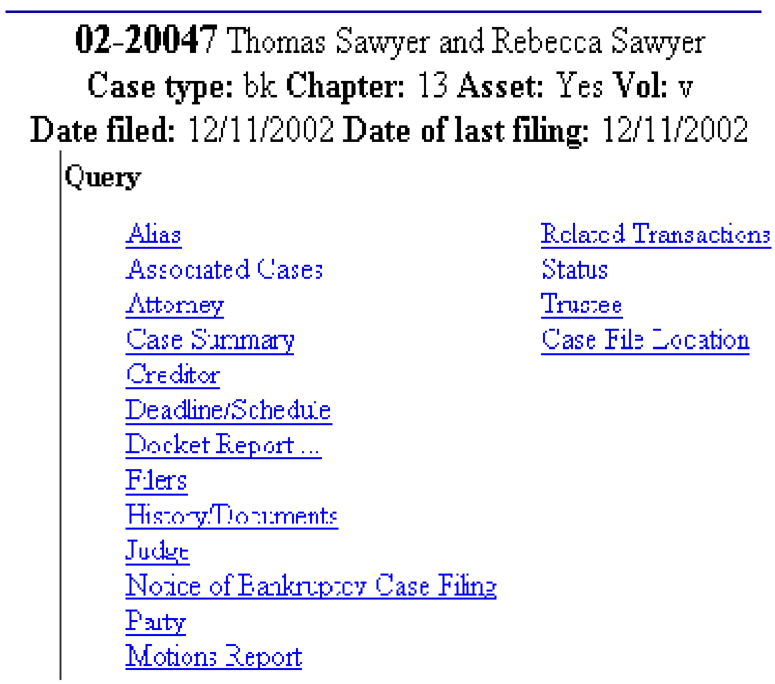


Figure 3

— Basic case information is listed at the top of the Query Results screen. This includes the case name, case number, asset status, **v**oluntary or **i**nvoluntary status, the case file date, the chapter number, and the date of the last docket entry. Additional options are:

- **Aliases** - showing any aliases listed for the case.
- **Associated Cases** - showing any associated cases, such as adversary proceedings or jointly administered cases.
- **Attorneys** - showing names, addresses and phone numbers of the case attorneys and the party representation.
- **Calendar-Monthly** - is a hypertext link to the Monthly Calendar Report to display the Monthly Calendar for the selected case.
- **Case Summary** - provides basic case summary information including debtor social security number, file opening, closing, discharge, dismissal and conversion dates.
- **Creditors** - is a hypertext link to the Creditor Report permitting the viewing of the case creditors names and addresses.
- **Deadlines/Hearings** - is a hypertext link to the Deadlines/Hearings report providing a quick glance at all hearings and deadlines set for the case.
- **Docket Report**- is a hypertext link to the docket sheet for the case.
- **Filers** - shows the names of all parties (filers) in the case. A hypertext link is available which provides a list of documents filed by each party-filer. Within the document list:
- Access to a document image is obtained by clicking on the document number hypertext link.
- Access to a Notice of Electronic Filing is obtained by clicking on the silver ball next to each document. (Within the Notice of Electronic Filing there is also a hypertext link to the document image.)
- **History/Documents** is a hypertext link to the History/Documents report. This report can include all events or only events with attached documents.
- Displaying the docket text is optional. The report can be sorted to show either oldest documents first, or to show the more recent documents first.
- **Judge** - displays Judge information for the selected case.

- **Motion Report** - shows motions (either pending, terminated or both) for the selected case.

- **Notice of Bankruptcy Filing** - is an official electronic notice of the filing of the selected case. It may be printed at any time.

- **Parties** - shows names and addresses all parties in the selected case as well as their counsel.

- **Related Transactions** - shows docket entries related to this case.
  - Access to a document image is obtained by clicking on the document number hypertext link.
  - Access to a Notice of Electronic Filing is obtained by clicking on the silver ball next to each document. (Within the Notice of Electronic Filing there is also a hypertext link to the document image.)

- **Status** - shows pending and terminated status information for the case.

- **Trustee** - shows the name and address of the trustee assigned to the selected case.

CLAIMS REGISTER

The **Claims Register** report can be generated from the Reports hyperlink on the CM/ECF Main Menu Bar.

STEP 1 Click on **Reports** on the CM/ECF Main Menu.

STEP 2 The **Reports** screen displays . (**See Figure 1)**

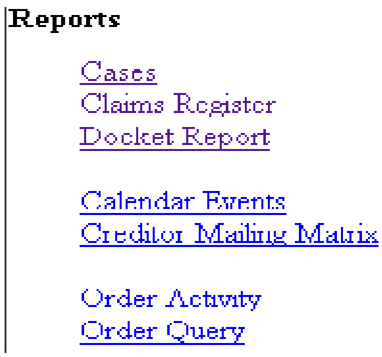


Figure 1

— Select the **Claims Register** hyperlink.

STEP 3 The **Pacer Login** screen displays. **(Figure 2)**

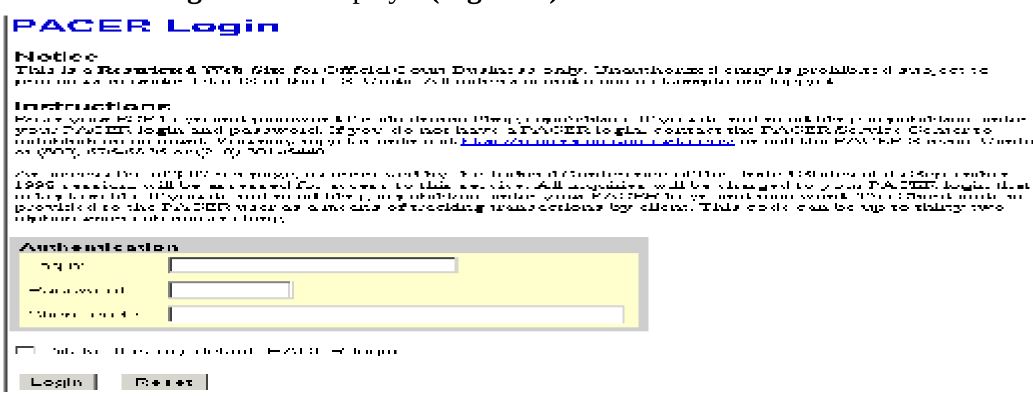


Figure 2

— This screen will appear each time you request a report or query within PACER.
— After you enter your PACER login and password, and a client code, if desired,

— Click on **[Login]**.

STEP 4 The **Claims Register** information screen displays. **(See Figure 3)**

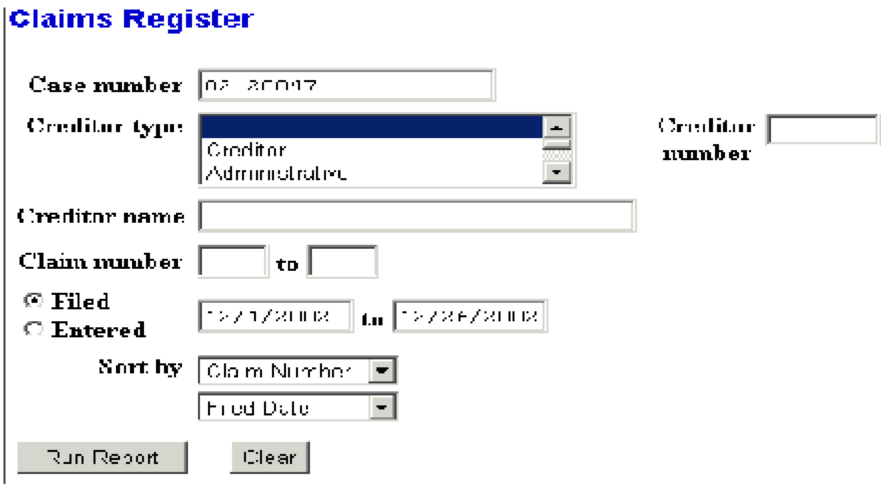


Figure 3

— Claim Register information can be requested by and limited by:
- Case Number, (a required field)
- Creditor Type,
- Creditor Number,
- Creditor Name,
- Claim Number or Number Range,
- Filed or Entered Date or Date Range.

— To view all claims activity for a case, enter only the case number.
After entering or selecting the desired criteria.

— Click **[Run Report]**

NOTE: Creditor numbers are assigned by the system when the records are added to the database. They are used internally and also identify creditors on BNC certificates of service.

STEP 5 The **Claims Search Result** screen displays. **(See Figure 4)**

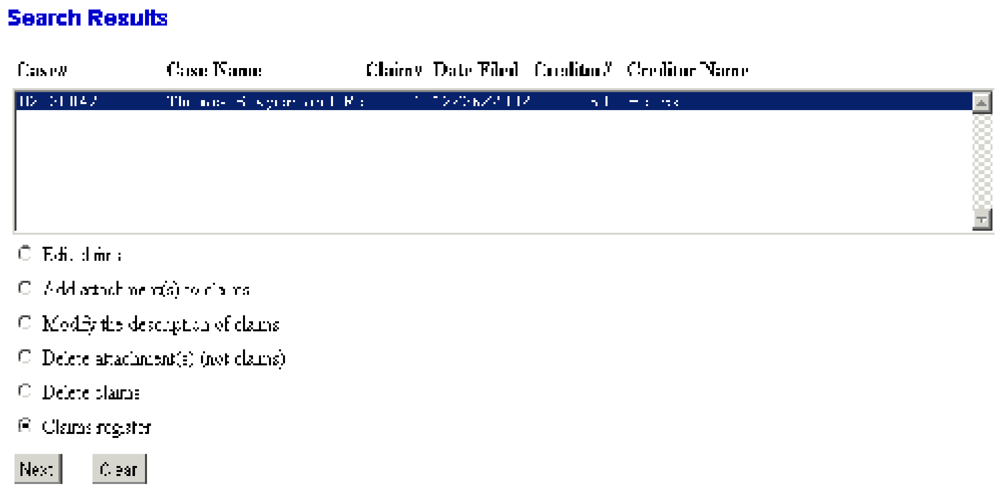


Figure 4

STEP 6 The **Claim Register** screen displays. **(See Figure 5)**

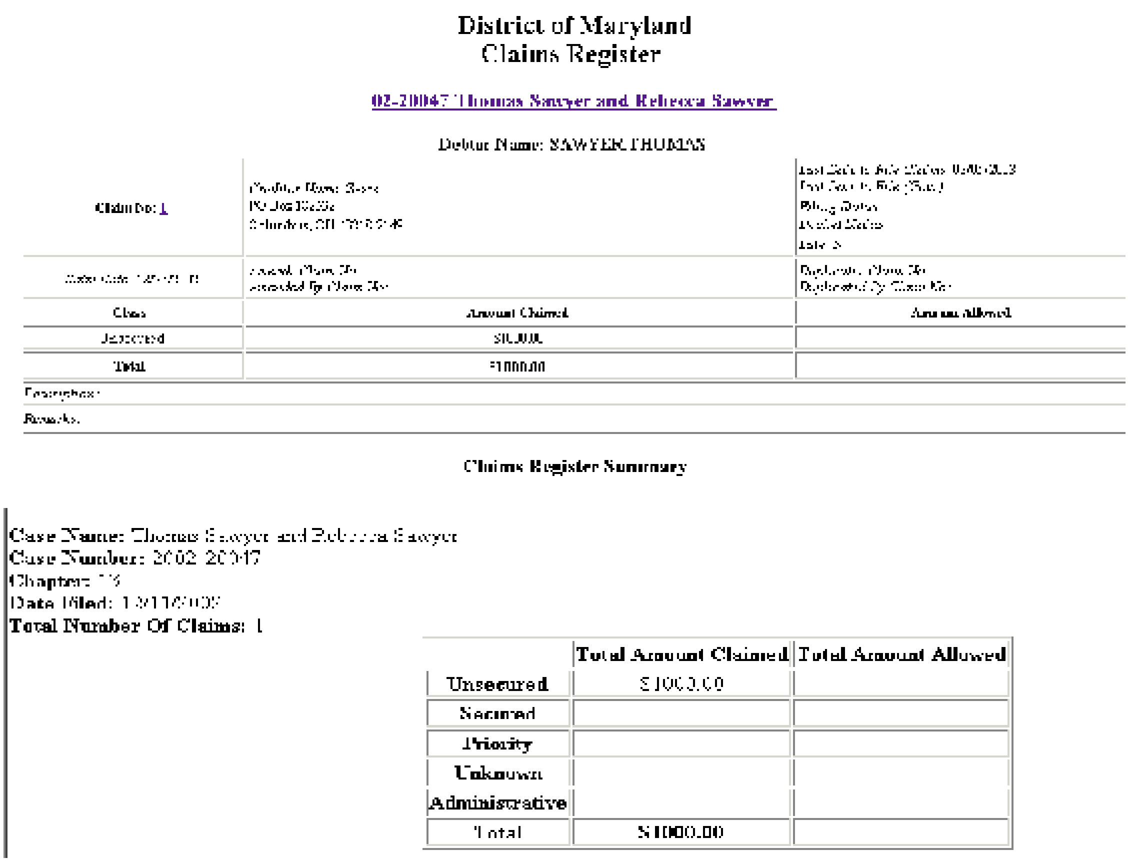


Figure 5

— Figure 5 shows the format of each claim included on the Claims Register. The case number and title provide a hyperlink to the docket sheet.

— The Claim Number is a hyperlink to the PDF file of the claim and any supporting attachments.

— Additional information about each claim is displayed in the upper right hand corner of that claim's section of the report.

- Last Date to File (Govt) Governmental claims bar date set when the petition was filed for asset cases.
- Filing Status ,Status of claim (expunged, disallowed, withdrawn, etc.) updated at the time of filing the claim or from the edit claims utility.
- Docket Status, Status of claim updated by docketed events such as withdrawal of claim, order disallowing claim, etc.
- Late Yes or No flag signifying when received according to the claims bar date.

— This report reflects the current claim situation in the system. Internet PACER users have access to each case's Claims Register.

— At the end of the report is a **Claims Register Summar**y, which shows the total amounts of the claims.

STEP 7 To print the **Claims Register** report, click on the Print icon on the browser toolbar. You can also save the Claims Register report to a file by clicking File - Save As at the menu.

MAINTAIN USER ACCOUNT
For Attorneys and Trustees

All CM/ECF users will be issued an account with a user login and password. The CM/ECF login provides registered users the ability to submit pleadings electronically to the court. Public users (attorneys and creditors) must also log into PACER to inquire on cases or look at reports. Existing PACER logins and passwords will be accepted. Non-court users can access their own account information through the Maintain Your ECF Account menu. Using this option, participants can update their name, mailing and E-mail addresses, phone and fax numbers, and password. Users can therefore control the accuracy of their own information in a timely manner.

<u>This module explains how attorneys and trustees can update:</u>

- User name, address and other party data.
- E-mail information.
- Electronic noticing preferences.
- User passwords.

STEP 1 Click the **<u>Utilities</u>** on the CM/ECF Main Menu bar. **(See Figure 1)**

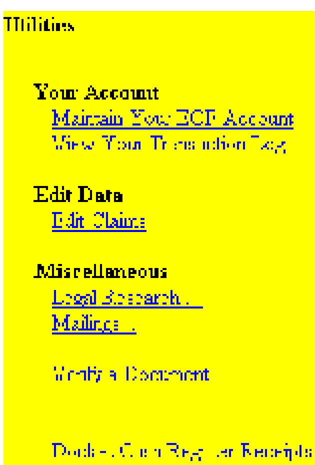


Figure 1

- Select Maintain Your ECF Accounts.

STEP 2 Your user account screen will appear displaying your current account information. **(See Figure 2)**

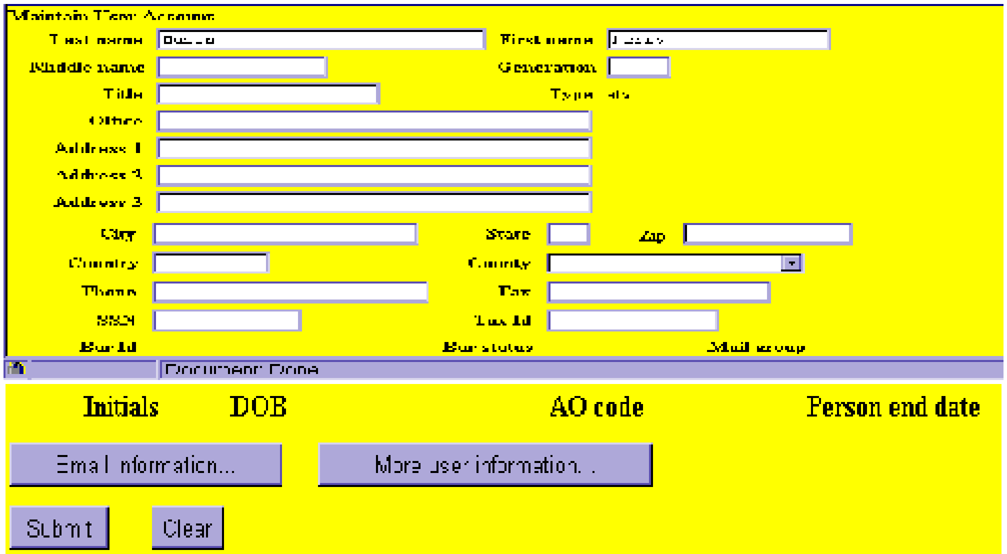


Figure 2

— Update your personal information on this screen. When it is correct, click **[Submit]** to save the changes. If the **[Submit]** button is not used, the record will not be modified.

— The **[Email information...]** and **[More user information]** buttons provide further screens to modify your user profile. The following pages will explain these features in more detail.

STEP 3 The **E-Mail Information** screen presents options for control of your electronic notification on each court's CM/ECF system. **(See Figure 3.)**

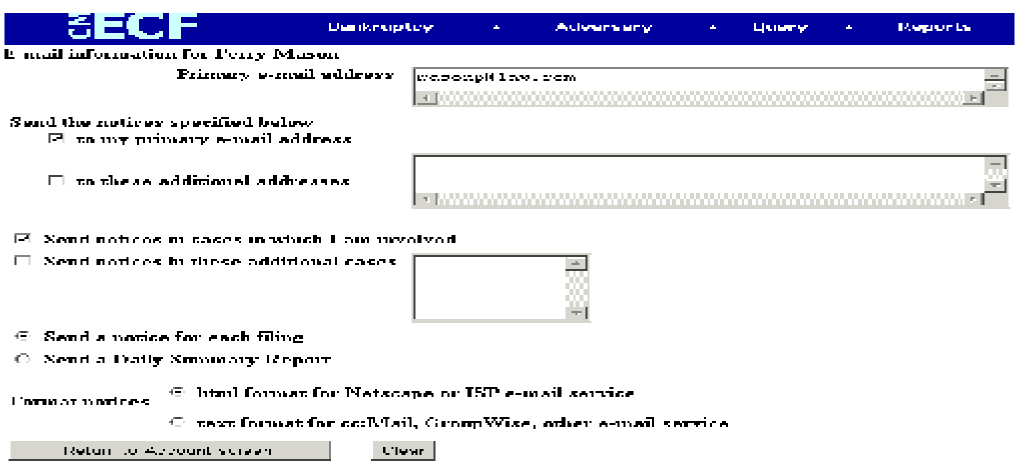


Figure 3

STEP 4 You can request e-mail copies of notification on all cases to which you are a party or only on specific cases. You can receive e-mail activity throughout the day or a daily summary of all noticing activity. “All activity” includes notification of claims as well as other entries to a case. Each e-mail will include the case number and name of the docket entry in the subject line of the mail message.

Each section on the E-Mail Information screen is explained below:

— **Primary e-mail address**. This address must be formatted to Internet protocol or an error will be generated. It may be prudent to establish a separate e-mail account for CM/ECF activity from your routine e-mail correspondence.

— **Send the notices specified below...**

9 **To my primary e-mail address**
To activate CM/ECF notification you must first check the box at your e-mail address.

9 **To these additional addresses**
You may have notices sent to other e-mail addresses besides your primary e-mail address. (Paralegals or chambers staff may want to share this notification activity.) When entering multiple e-mail addresses, separate each address with a semi-colon.

9 **Send notices in cases in which I am involved**
Checking this box will automatically inform the user when any filing has been submitted in a case where this person is a participant. Chapter 7 panel trustees and offices of the U.S. Trustee may find this advantageous for new filings as well as routine case activity.

9 **Send notices to these additional cases**
You do not have to be a participant in a case to receive notification of activity. Trustees and attorneys can elect to be notified of activity in cases in which they have an interest but are not parties to the case. Court and chambers staff can monitor cases through this process also. It is possible to select both options.

NOTE: This list is maintained by each user. As you are involved in more cases or as cases close, you must update this screen.

9 **Send a notice for each filing**
Checking this box means you will receive e-mail notices when activity occurs throughout the day to the account(s) specified above. The title of the e-mail will describe the type of filing and the case number.

9 **Send a Daily Summary Report**
A comprehensive list of one day's activity can be sent once a day. Notifications for claims will also be included in this mail list. **(See Figure 4)** A Summary report includes the case numbers and titles of cases in which activity occurred for that day. The text of the summary e-mail notification will display the docket event and the document number (including the hyperlink).

NOTE: You cannot elect to receive both separate notices and the summary report.

Perry Mason	12/20/2002	8511	Summary of ECF Activity
02-10402	Carla Costa	Motion for Sanctions	242
02-20043	Car's R US	Motion for Relief from Stay	
02-20047	Thomas and Rebecca Sawyer	Voluntary Petition	1

Figure 4

— **Format notices**
Enter the e-mail delivery method. This selection will be determined by your e-mail type.

9 **html format for Netscape or ISP e-mail server.**
The html format will include hyperlinks to the document or claim.

9 **Text format for cc:Mail, GroupWise, other e-mail service**
Text format will feature the URL of the PDF document which can be copied and pasted into the location bar of your browser. **Figure 4a** shows an example of a text formatted notice.

Notice of Electronic Filing
The following transaction was received from Perry Mason on 12/20/2002 at 3 :51 PM EST
Case Name: Thomas Sawyer
Case Number: 02-20043 https://ecf-train.mdb.uscourts.gov/cgi-bin/ DktRpt.pl? 252
Document Number: 2

Figure 4a

— When you have entered your e-mail preferences, click on **[Return to Account screen]** to save the data.

— The screen in **Figure** is used to confirm the information which has been submitted. If you checked any of the boxes for sending notices for each filing, or sending a Summary Report, this screen will indicate the option is turned “on”.

— Any additional case numbers (and hyperlinks) will be displayed under the **Case list:** heading. If invalid case numbers were entered, you will receive an error message after submitting the data and be given the chance to back up and enter a valid number.

STEP 5 If you click on **More user information** from your account screen, your login and password information will be displayed **(See Figure 4b)**

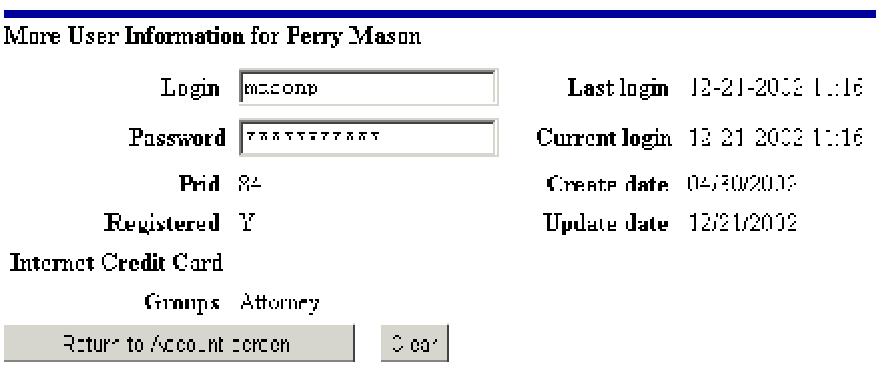


Figure 4b

— The login and password is assigned by the court. The court request that users **not** changes their assigned login however, the user can change their password here.

Remember:

- Logins and passwords are case sensitive;
- These are alphanumeric fields;
- Passwords have a maximum of 8 characters;
- When you enter a new password it is displayed on the screen. Your subsequent queries to this screen will show only asterisks. (No one will be able to tell you what your password is. Contact the court if you forget your password.

— When you have entered the information as desired, click on **[Return to Account screen]**

STEP 6 **Your User Account** screen displays **(See Figure 5)**

Figure 5

— When all of your account information is correct, click **[Submit]** to finish processing.

STEP 7 **A list of the cases you are associated with will then appear (See Figure 6)**

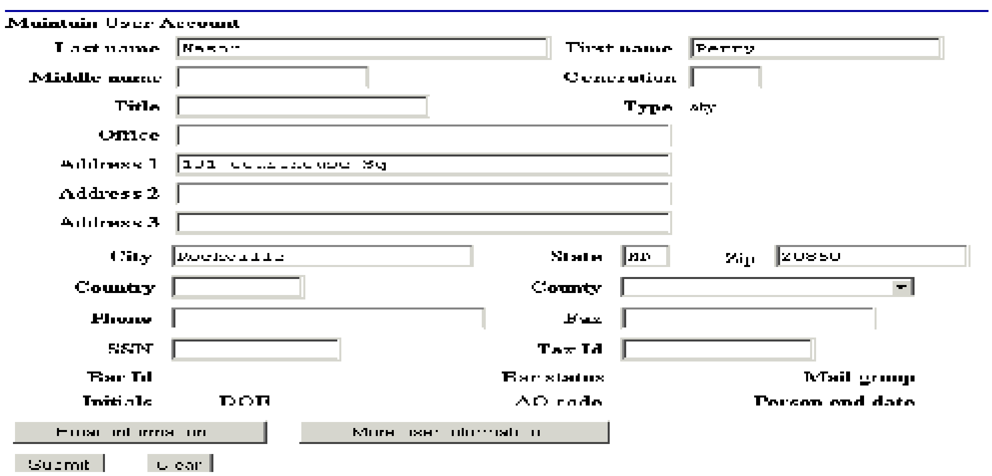


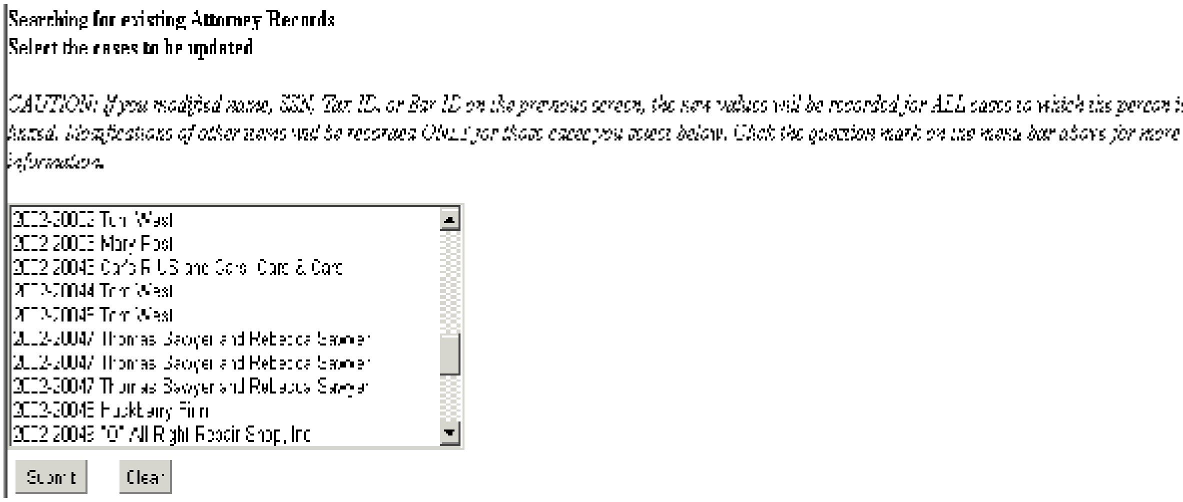
Figure 6

— If you want this new information to apply to all of the cases, click on **[***Update all***]** at the top of the list. To change information only on certain cases, hold down the [Control] key after selecting the first case number and click on the others, one at a time, to highlight them.

— When you have all of the desired cases or **[***Update All***]** highlighted, click **[Submit]** to apply the new information.

— The system will update the records and inform you that they were updated. You can then click on another selection in the CM/ECF Main Menu Bar.

USER TRANSACTION LOG



All docketing activity is recorded through each user's User Transaction Log. This feature is found under Utilities on the CM/ECF Main Menu Bar. Information on this log can be selected by date range. A typical excerpt from a transaction log is displayed below (See Figure

This record may be useful in researching case filings. Dates, case numbers, times and document type are tracked.

Your transaction activity is not accessible to other users besides yourself except for court systems staff.

DOCKET REPORT
for Trustees and Attorneys

This module describes the public Docket Report, sometimes called a Docket Sheet, and how it can be generated.

STEP 1 Click on the **Reports** hyperlink on the CM/ECF Main Menu**.**

STEP 2 The **Report** screen displays, with a list of reports that can be generated **(See Figure 1**).

Figure 1

— Click on the **Docket Report**.

STEP 3 The **Pacer Login** screen displays **(See Figure 2**).

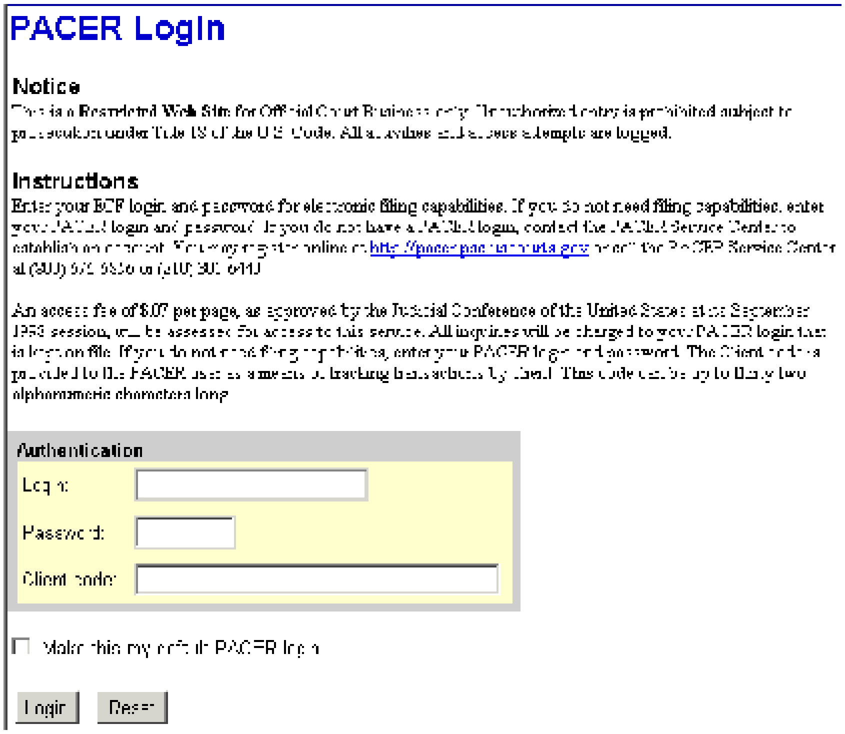


Figure 2

NOTE: Access to any CM/ECF queries or reports by non-court users must be through the Public Access to Court Electronic Records (PACER) program. If you have not done so already, you must register with the PACER Service Center to be given a login and password. Note the information that is provided to users on the screen above.

— Enter your PACER **Login** and **Passwor**d. (These fields are case sensitive).

— Enter the **Client Code** (optional). This optional field is used for billing by PACER users. The data will be included in PACER billing reports.

NOTE: If you click in the **Make this my default PACER login** box, your login will automatically appear each time you attempt to access PACER. If you click on the **[Reset]** button, all entries will be cleared.

— Click **[Login]**

STEP 4 The **Docket Repor**t screen displays **(See Figure 3**).

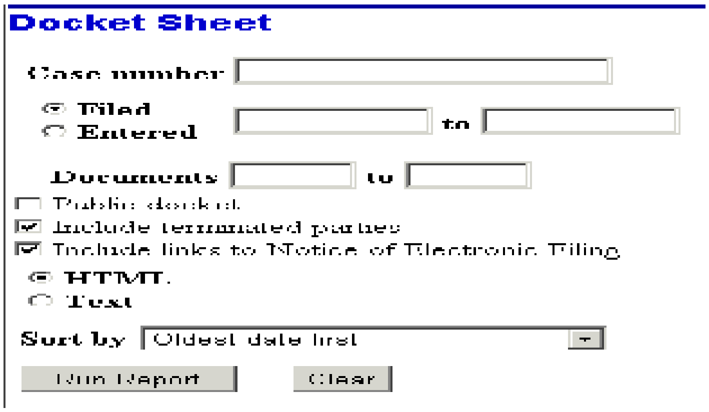


Figure 3

— The following fields are available for selecting/entering criteria for generating the Docket Report:

- **Case number** – The number of the last case you accessed during the current CM/ECF session appears automatically. Type another case number if you want to view the docket report for a different case. This is a required field.
- **Entered/Filed** – To limit which entries are shown by date, select either "Entered" (when the entry was recorded by the court in CM/ECF) or "Filed" (when the document was filed). Enter the start and stop date in the format mm/dd/yy or mm/dd/yyyy. You can enter a start date with no end date, which will include all entries from the date specified onward, or you can enter an end date with no start date, which will include all entries up to the specified date. If no dates are entered, all entries will be selected.
- **Documents** – To limit entries by document number, enter the beginning and ending numbers. **This feature enables users to be charged only for the desired data on large cases.**
- **Include terminated parties** – A check mark in this box will include any parties that have been terminated from the case. Uncheck the box to show only current parties in the
- **Sort by** – This selection allows you to sort the entries in the report by "Oldest date first" or "Most recent date first". This can also affect the number of pages and PACER charges if you are interested only in the most current activity.

— The **[Clear]** button will reset all fields to their default values.
— After entering your criteria, click on the **[Run Report]** button.

STEP 5: `The **Docket Report** displays **(See Figure 4)**

NOTE: Any **"Case Flags"** pertaining to the status of the case will be displayed at the top-right corner of the report.

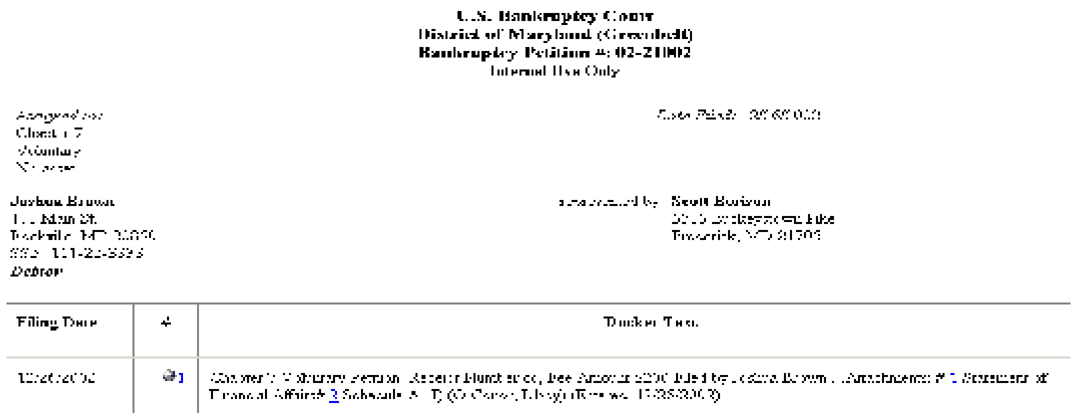


Figure 4

- If you click on a "blue" document number hyperlink, the following will be displayed, allowing you to view the associated PDF document for that docket entry
- A Transaction Receipt will be displayed at the end of the report indicating the number of billable pages
- Click on the **[View Document]** button to view the associated PDF document.
- After viewing the PDF document, click on the **[Back]** icon of your internet browser's tool bar to return to the previously displayed screens.

NOTE: DO NOT exit out of your document reader by using the Close **"X"** button at the top-right corner of your screen. This will exit you out of CM/ECF.

CASES REPORT
for Trustees and Attorneys

The Cases report presents information from the court's database with a variety of selection criteria for case management and tracking.

STEP 1 Click on the Reports hyperlink on the CM/ECF Main Menu

STEP 2 The **Reports** screen displays **(See Figure 1)**

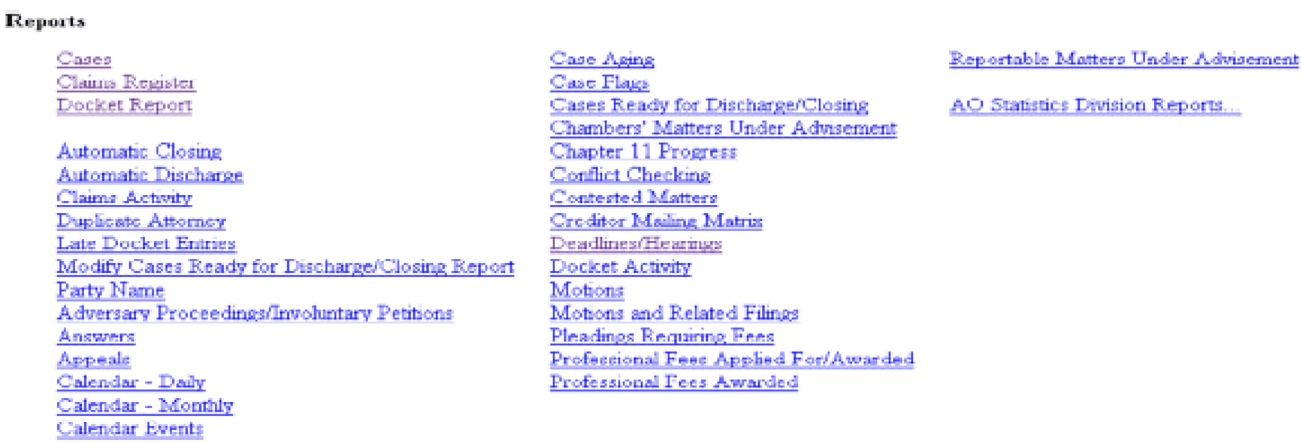


Figure 1

– Click on the Cases hyperlink

STEP 3 The **Pacer Login** screen displays **(See Figure 2)**

Figure 2

NOTE I: The Public Access to Court Electronic Records (PACER) program provides access to CM/ECF users. Logins and passwords can be issued by registration with the PACER Service Center. Current PACER logins and passwords will be accepted by the CM/ECF system. Note the information that is provided to the user on the screen above.

- Enter your PACER assigned **Login** and **Password** (These fields are case sensitive).
- Enter the **Client Code**. This optional field is used for billing by PACER users. The data will be included in PACER billing reports.

NOTE II: If you click in the **Make this my default PACER login** box, your login will automatically appear each time you attempt to access **PACER**. If you click on the **[Reset]** button, all entries will be cleared. To change the client code within a
session, go to Change Client Code under the Utilities Menu.

- Click **[Login]**

STEP 4 The **Cases Report** screen displays. **(See Figure 3)**

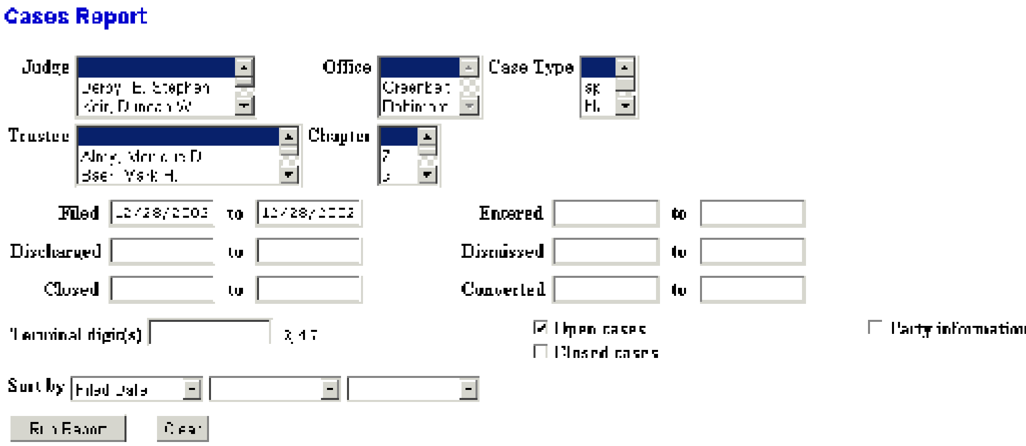


Figure 3

— The following fields are available for selecting/entering criteria for generating the Cases Report:

- **Office** – Allows you to specify the divisional office activity you want cases to be included on the report. The default is all offices.
- **Case Type** – The choices are **ap** - Adversary Proceedings or **bk** - Bankruptcy The default is all cases.
- **Chapter** – Cases can be selected by Chapter 7, 9, 11, 12, 13, or 304. The default is all chapters.

- **Date Type** – Allows you to specify which date is used when generating the report. The choices are **File**d, **Entere**d, **Discharge**d, **Dismisse**d, **Close**d, or **Converte**d. The default is Filed Date.
  From/to – Enter a beginning and/or ending date. The default is the current date. For one day's activity, the dates should be the same in both fields. Enter dates by MM/DD/YY or MM/DD/YYYY.
- **Open cases** – You can restrict activity by open or closed cases. A check mark is defaulted in this box.
- **Closed cases** – The option to include or exclude closed cases is available. The default in this box is no Closed cases.
- **Party information** – Placing a check mark in this box will allow you to include additional party information along each party(s) name (i.e., address, SSN, and TAX ID).

- **Sort by** – Allows you to select up to three sorting order sequences for the report. The choices are **Filed Dat**e, **Entered Dat**e, **Case Numbe**r, **Case Typ**e, or **Offic**e. The default is Filed Date.

— The **[Clear]** button will reset all fields to their default values.

— After entering your criteria, click on the **[Run Report]** button.

STEP 5 The **Cases Report** displays **(See Figure 4)**

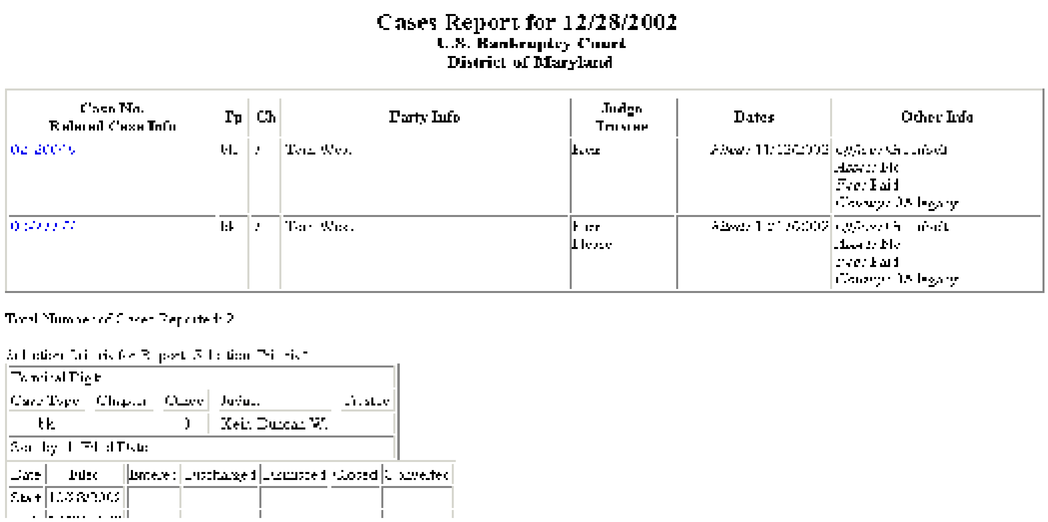


Figure 4

— All reports can be printed by clicking on the browser's Print button.

— The following information will be displayed on the Cases Report:

- **Case No./Related Case Info** – Displays the assigned case number, chapter, and debtor.

— Clicking on the case number hyperlink will allow you to generate a Docket Report. If the Case Type is an Adversary Proceeding **(ap)**, the "Lead" case number appears beneath the adversary case number hyperlink.

- **Tp** (Type Proceeding) – Displays either **ap** or **b**k.
- **Ch** (Chapter) – Displays either 7, 9, **11, 12, 13,** or **30**4.
- **Party Info** – Displays the debtor (and joint debtor) information for bankruptcy cases. Plaintiff information will also be displayed for **ap** cases. An additional row will be displayed for some lead bankruptcy case information.

- **Judge/Trustee –** If there is a trustee on a bankruptcy case, the name appears directly below the judge's name.
- **Dates –** Date information will include the dates the proceedings were either **File**d, **Converte**d, **Dismisse**d, **Discharge**d, **Close**d, or **Entere** d.
- **Other Info –** Other information may include the divisional office, asset designation, and fee status.

– A Transaction Receipt will be displayed at the end of the report summarizing the criteria used, the number of cases that were included, and number of billable pages.

– Clicking on any of the Case Number hyperlinks will display the **Docket Sheet** screen, allowing you to enter criteria for generating the Docket Report.

NOTE: Refer to the **Docket Report** module for more information on the Docket Report.

CALENDAR EVENTS REPORT

The CM/ECF **Calendar Events** report option offers extensive criteria selections. The feature of reporting by event type gives the report its name. With these options courts can easily customize information for routine or unique reporting needs

- Full docket text display of originating event
- Selection of activity by specific dictionary **events**
- Schedule selection by judge
- Option to display settings for morning, afternoon or both

.

STEP 1 The **Reports Menu**. from the CM/ECF Main Menu

STEP 2 **Calendar Events** screen displays **(See Figure 1)**

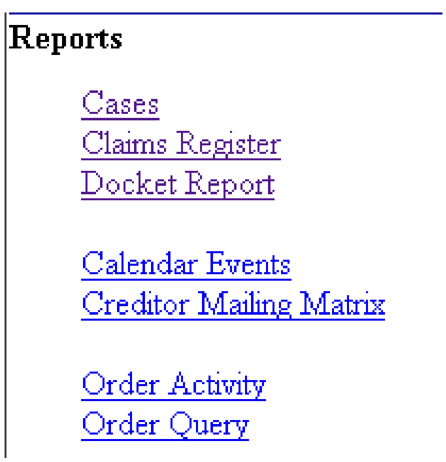


Figure 1

- Criteria selections can be made by case number, judge, divisional office, chapter, date, time, and by specific schedule event types in the court's dictionary . The combination of these various elements make this report a very robust reporting tool.
- More than one selection can be made within each of the judge, office, chapter and calendar events pick lists by depressing and holding the **[Ctrl]** key while clicking on each selection with your mouse.
- Reports can be sorted by Time or by Office and Time from a **Sort By** selection box. **(See Figure 2)**

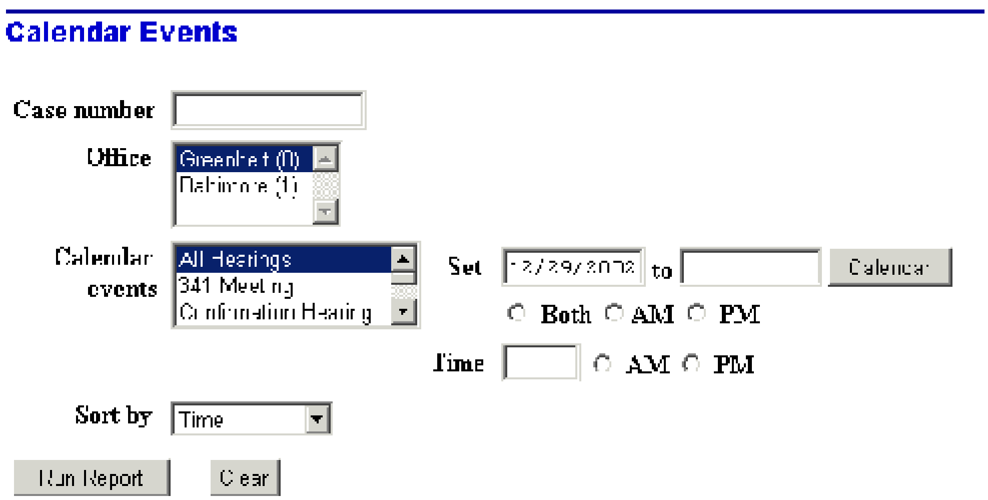


Figure 2

, One application of this report is a daily §341 Meeting of Creditors Calendar.

STEP 3 Calendar Events screen displays. **(See Figure 3)**

— Clicking on the silver bullet to the left of the docket text displays

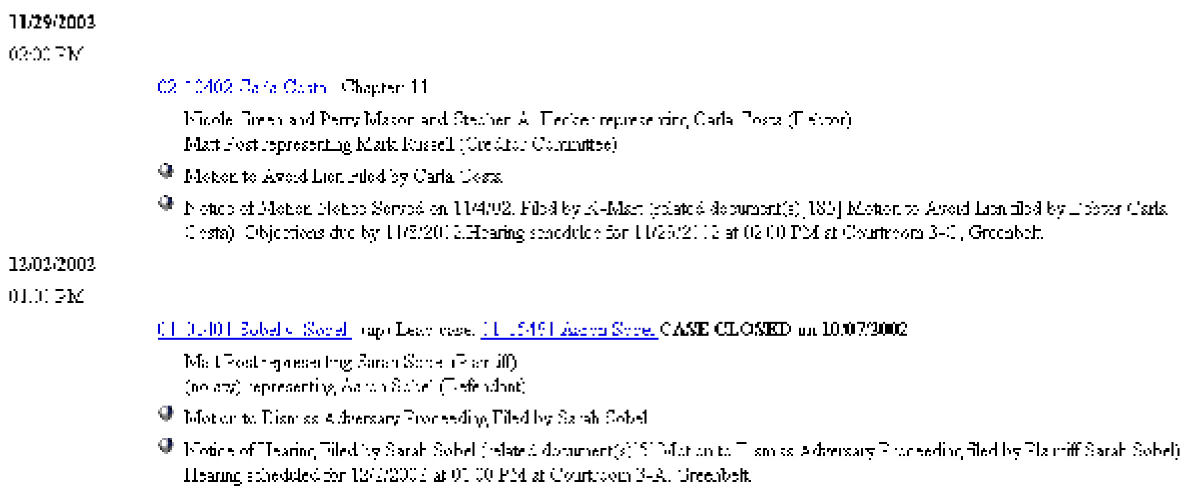


Figure 3

STEP 4 The **RELATED PROCEEDINGS** report. **(See Figure 4)**

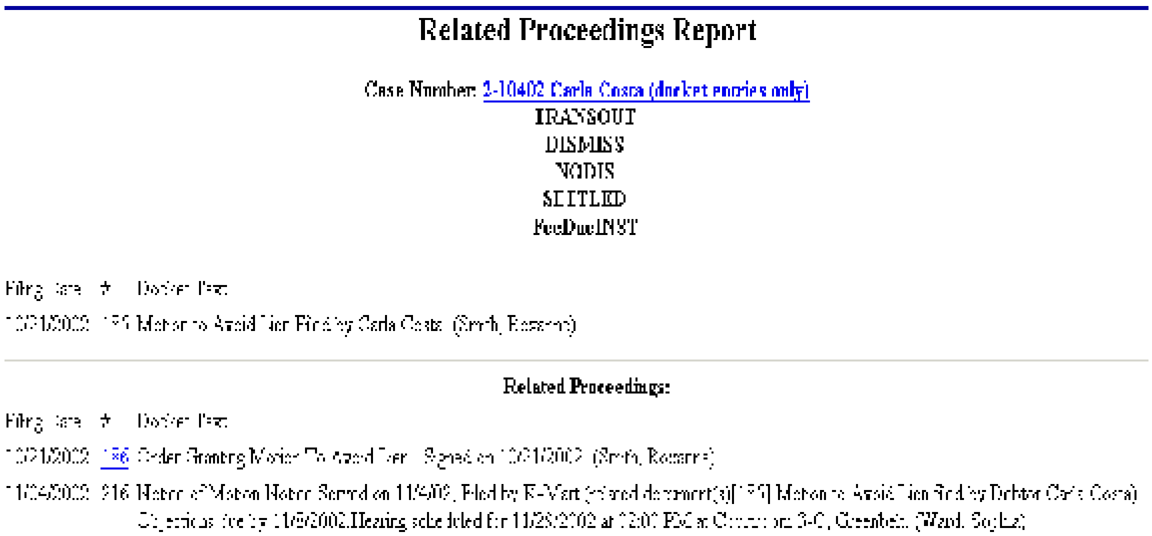


Figure 4

- Any events that have been linked to this entry will be listed on this **Related Proceedings** report. This is helpful if court staff were looking for objections, amended documents or supporting briefs associated with a hearing or meeting. In the case of the §341 Meeting, any continuances and motions related to that issue would.

- Another hyperlink to the docket entries of this case is available from the title on the Interim Events report. This list of docket entries also gives access to every PDF document associated with each entry. Neither the case name nor caption appears in this feature.

Trustee Report Events

The Trustee/U.S. Trustee hypertext link lists routine trustee events grouped together for ease and efficiency. The following instructions will guide you through the Electronic Case Filing (ECF) system for Trustee/U.S. Trustee report events. Although the example in this module specifically shows an **Appointment Rejectio**n,. (This section is base on a rejection of appointment the same steps would be followed for appointing a new trustee except the trustee would be added at the add/create screen)

STEP 1 Click on **<u>Trustee/US Trustee</u>** hypertext link under Bankruptcy from the ECF main menu.

STEP 2 The **Case Number** screen di**splays (Figure 1)**

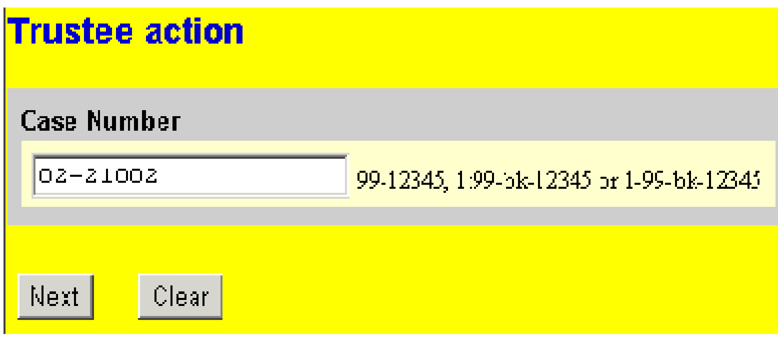


Figure 1

- Enter the case number in YY-NNNNN format, including the hyphen.
- Verify the case number and case name.
- Click on the **[Next]** to continue.

STEP 3 The **EVENT TYPE** screen will appear. **(See Figure 2)**

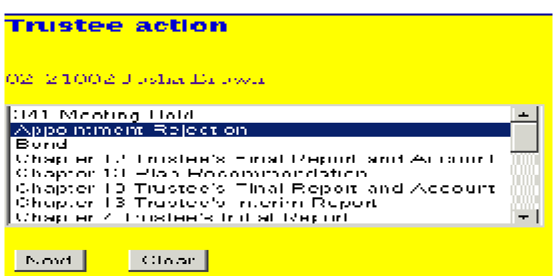


Figure 2

- Use the arrow to the right of the box to scroll through the event list to select the document to be filed.

— Click **Appointment Rejection.**
— Click **[Next]** to continue.

STEP 4 The **Party Selection** screen displays. **(See Figure 3)**

NOTE: If a New Successor Trustee is being appointed then Add/Create New Party should be use to add the newly appointed Trustee.

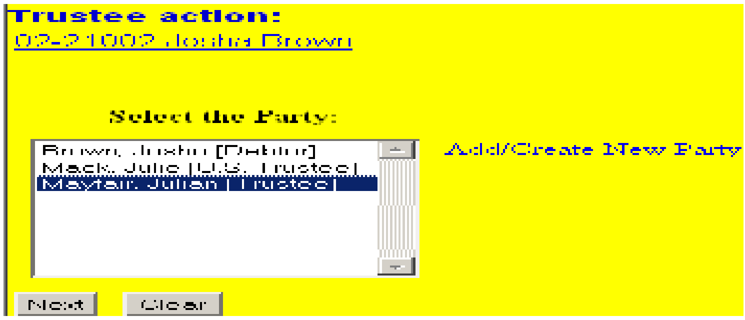


Figure 3

— Select Trustee from list
— Click **[Next]** to continue

STEP 5 The **Attorney/Party Association** screen displays **(Figure 4)**

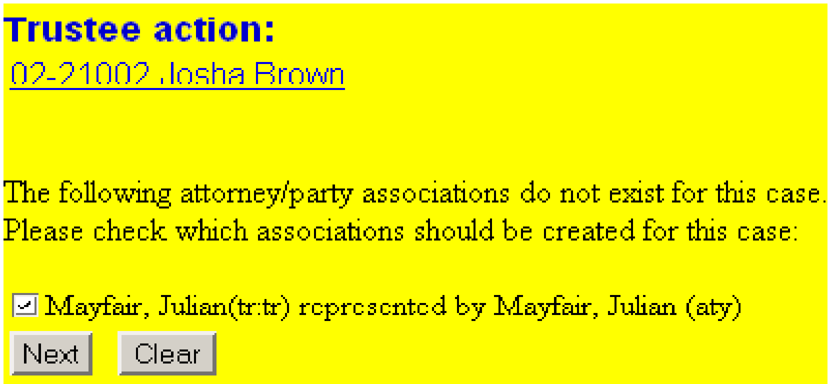


Figure 4

— Click on Check box to associate Attorney and party.
— Click **[Next]** to continue

STEP 6 The **PDF Document** screen displays. **(See Figure 5)**

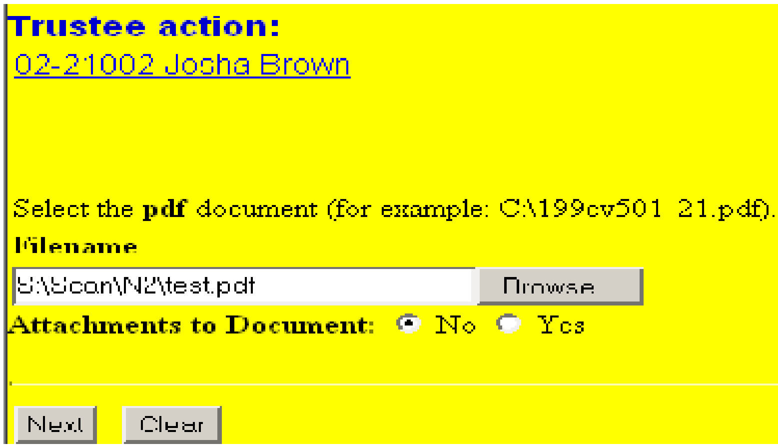


Figure 5

— Click **[Browse**], then navigate to the directory where the appropriate PDF file is located and select it with your mouse.

— Click **[Next]** to continue

STEP 7 **The Party Termination** screen **displays (See Figure 6)**

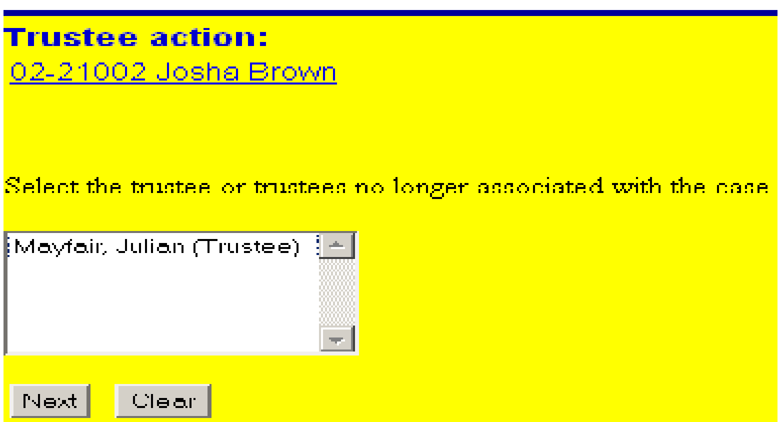


Figure 6

— Select Trustee to be terminated.

— Click **[Next]** to continue.

STEP 8 The **Final Approval** screen displays. **(See Figure 7)**

Figure 7

- Use the drop down screen to modify text if appropriate.
- Verify the correction of the docket entry.
- Click **[Next]** to continue.

STEP 9 The **Final Text Editing** screen displays. **(See Figure 8)**

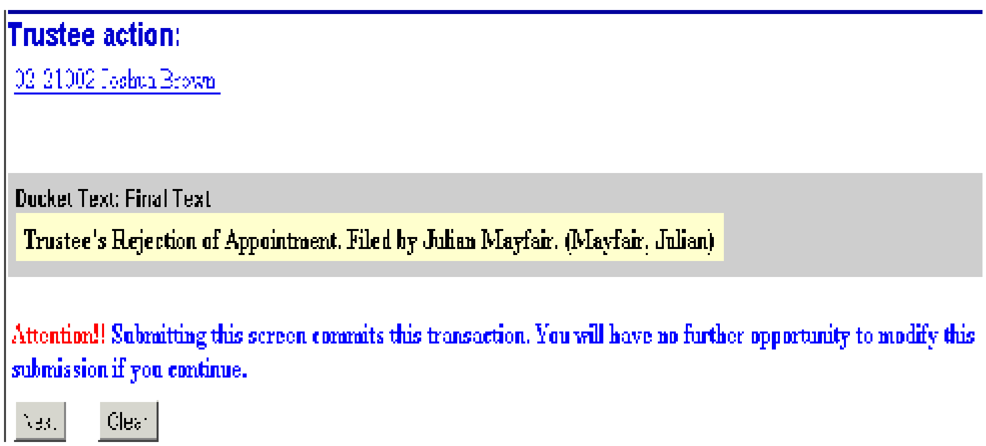


Figure 8

- Verify the Final Docket Text. Read the warning message.
- If the Final Docket Text is <u>correct</u>:
- Click [Next] to continue and officially submit document.
- If the Final Docket Text is <u>incorrect</u>:
- Click the browser [Back] button to find the error(s) and proceed with the event

STEP 10 The **Notice of Electronic Filing** is produced and displayed.

— To print a copy of this receipt click the browser **[Print]** icon.
— To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame A**s.
— Description of **Notice of Electronic Fil*ing***. Hyperlink to docket sheet
Date and time stamp information Case Title, Case number hyperlink to docket sheet (if one exists)
— Docket text
- Annotated text in italics
- Text produced from docket event
- Attachment type, description and attachment number which is a hyperlink (if one exists) to the PDF file of the attached document.

— **Notice will be electronically mailed to:** Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.
— **Notice will not be electronically mailed to:** Name and address of other parties on the case who have not furnished their e-mail address with the court.

Trustee’s 341 Filing

The **Trustee’s 341 Filing** hypertext link is a trustee event regarding 341 Meeting of Creditor groups together 341 Meeting of Creditors for a certain date for a particular Trustee for ease and efficiency notification of completion as well as continuance of the hearing. The following instructions will guide you through the Electronic Case Filing (ECF) system for Trustee’s 341 filing events.

STEP 1 Click on **<u>Trustee’s 341 Filing</u>** hypertext link under Bankruptcy from the ECF main menu.

STEP 2 **341 Meeting of Creditors heard date screen displays (See Figure 1)**

Figure 1

— Enter Hearing Date
— Click [Next] to continue

STEP 3 Case Scheduling Screen **(See Figure 2)**

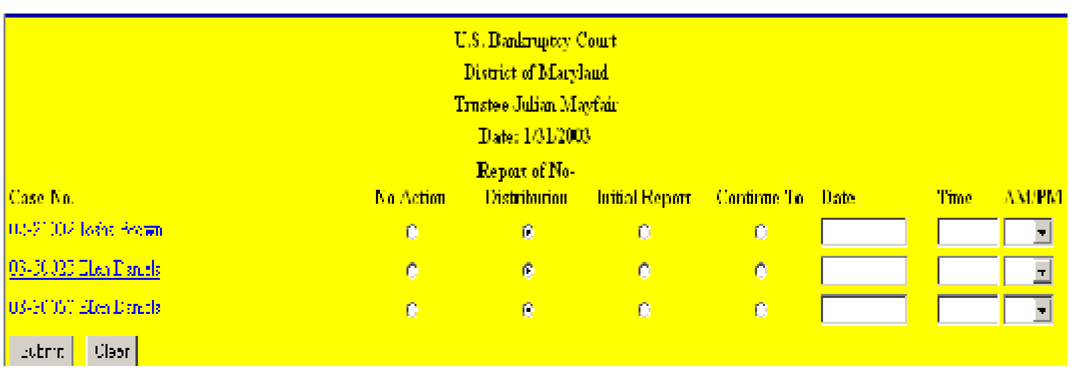


Figure 2

— Enter appropriate information
— Click **[Next]** to continue

STEP 4 The **Notice of Electronic Filing** is produced and displayed. **(Figure 3)**

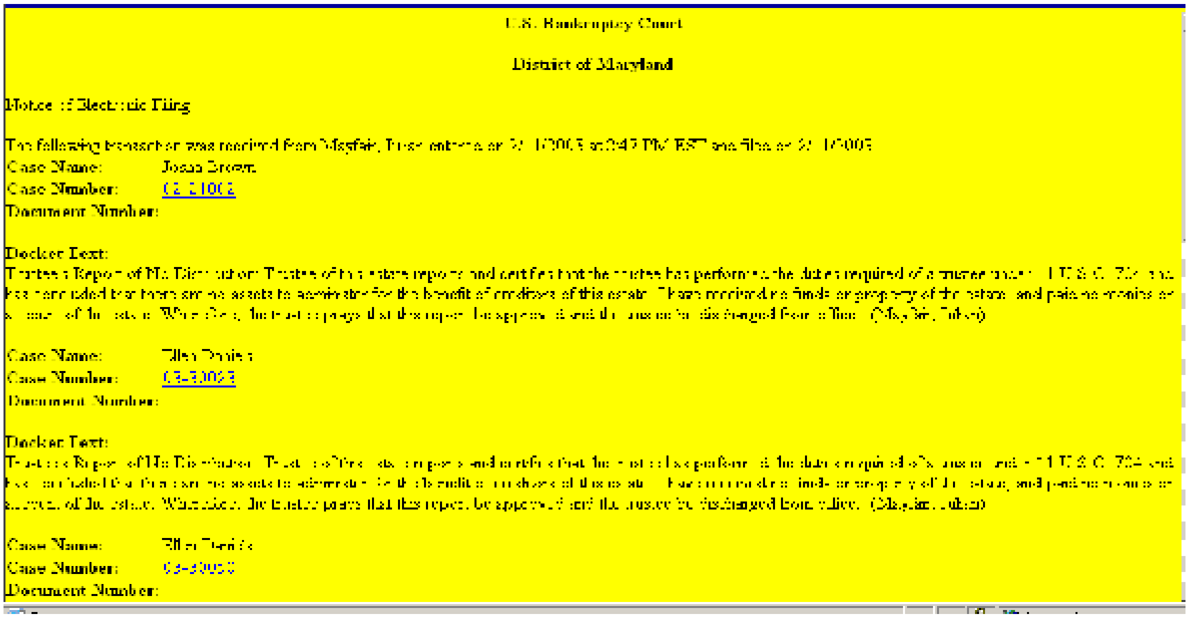


Figure 3

— To print a copy of this receipt click the browser **[Print]** icon.

— To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame A**s.

— Description of **Notice of Electronic Fili*ng***. Hyperlink to docket sheet
Date and time stamp information Case Title, Case number hyperlink to docket sheet (if one exists)

— Docket text
- Annotated text in italics
- Text produced from docket event
- Attachment type, description and attachment number which is a hyperlink (if one exists) to the PDF file of the attached document.

— **Notice will be electronically mailed to:** Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

— **Notice will not be electronically mailed to:** Name and address of other parties on the case who have not furnished their e-mail address with the court.

APPLICATION FOR COMPENSATION

CM/ECF records professional fee and expense requests filed by trustees, attorneys or other professionals.

In this process the user selects as many applicants as necessary and has the option of permanently adding them as a party to the case. If there is no need to have each professional applicant as an active participant on the case, the Person record will appear on the Party pick list *only for this event*. Filers will be identified separately even if the filer is requesting fees and/or expenses on his/her own behalf. (This example is for compensation of the attorney for the debtor

This lesson shows how to process applications filed:

- by trustees or attorneys for other professionals
- by trustees on their own behalf
- by attorneys for their own fees and expenses.

STEP 1 Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

STEP 2 The **Bankruptcy Events** screen displays **(See Figure 1)**

Figure 1

— Click on **Motions/Applications** hyperlink

STEP 3 The **Case Number** screen displays **(See Figure 2)**

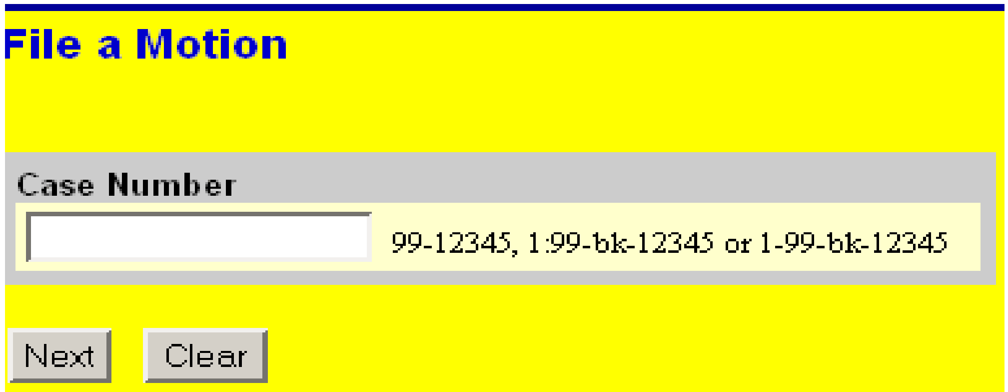


Figure 2

— Enter the case number in **YY-NNNNN** format
— Click **[Next]** to continue

STEP 4 The **Document Selection** screen displays **(See Figure 3)**

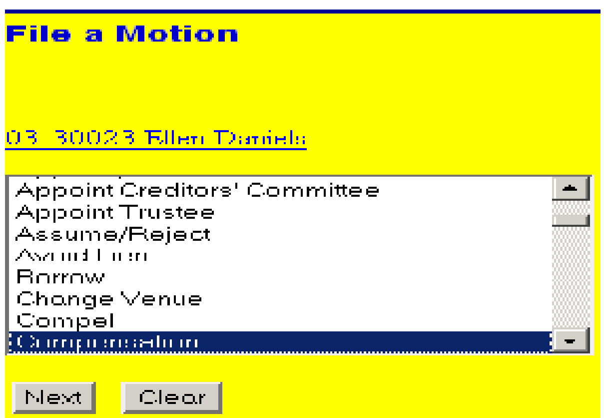


Figure 3

— Select the event for **Application for Compensation**
— Click **[Next]** to continue

STEP 5 The **Party Selection** screens displays **(See Figure 4)**

Figure 4

NOTE: If the Application is for an other professionals both the filer and the professional(s) must be selected . The Professional should already be a party in the case. (Application and Order to Employ is required)
If an Attorney is the filer on his/her on behalf, select the party the attorney represents

— Select the appropriate party(ies)
— Click [Next] to continue.

STEP 6 The **Attorney/Party Association** screen displays **(See Figure 5)**

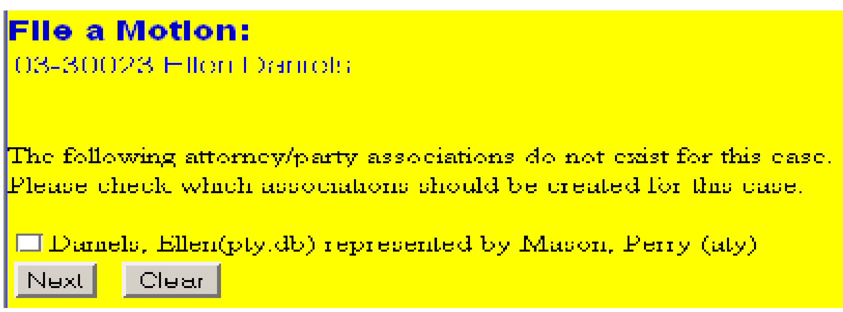


Figure 5

— Select the box to associate party and attorney
— Click **[Next]** to continue

STEP 7 The **PDF Document Selection** screen displays **(See Figure 6)**

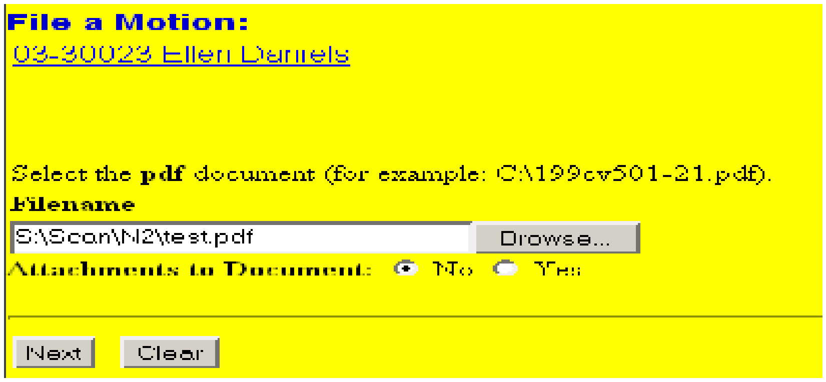


Figure 6

— Click **[Browse**], then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
— Click **[Next]** to continue

STEP 8 The **Case Name and Number** displays **(See Figure 7)**

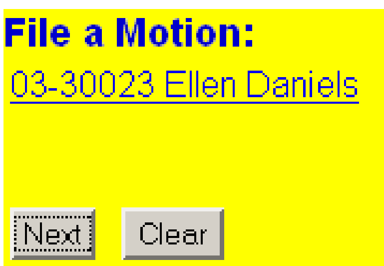


Figure 7

— Verify Name and Case Number
— Click **[Next]** to continue

STEP 9 The **Fee Processing screen displays (See Figure 8)**

For Applications for Compensation for professional other than Attorney for Debtor Process to Step 11

NOTE: Data entered on this screen is recorded in the professional fees and expenses record for inclusion on the **Professional Fees Applied for /Awarded report.**

Figure 8

- Enter a date or date range for services performed, if appropriate.
- Enter the amount(s) in the Fee and Expense fields in dollars and cents. Do not use $ or commas.

NOTE: enter only information for the attorney for the debtor(s)

- Click **[Next]** to continue.

STEP 10 The Request for Information screen displays **(See Figure 9)**

Figure 9

NOTE: Do Not enter information for the debtor.

— Click **[OK]** to continue.

STEP 11 The **Fee Processing screen** displays **(See Figure 10)**

Figure 10

— Enter a date or date range for services performed, if appropriate.
— Enter the amount(s) in the Fee and Expense fields in dollars and cents. Do not use $ or commas.
— Click **[Next]** to continue.

STEP 12 The **Modify Text** screen displays **(See Figure 11)**

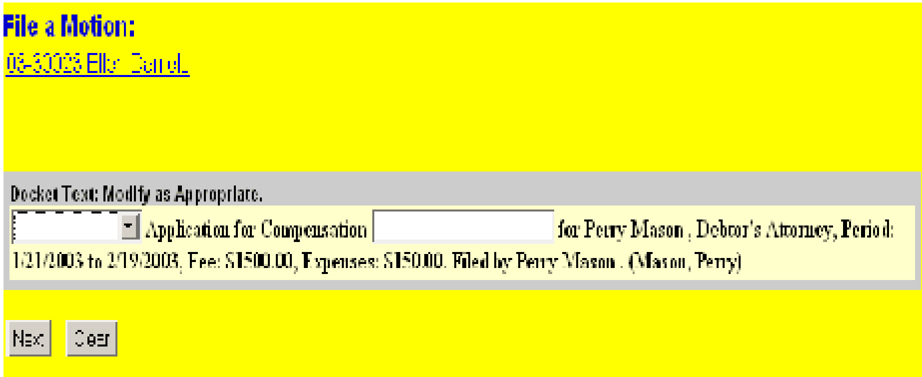


Figure 11

— Use the drop down screen to modify text if appropriate.
— Verify the correction of the docket entry.
— Click **[Next]** to continue.

STEP 13 The **Final Text Editing** screen displays **(See Figure 12)**

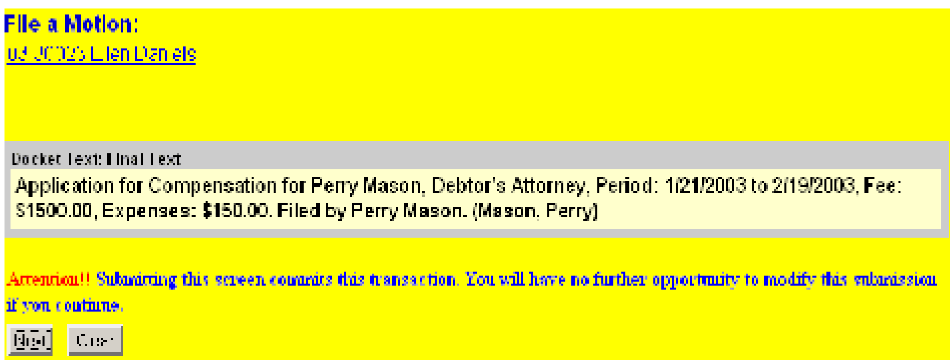


Figure 12

— Verify the Final Docket Text. Read the warning message.
— If the Final Docket Text is <u>correct</u>:
— Click **[Next]** to continue and officially submit document.
— If the Final Docket Text is <u>incorrect</u>:
— Click the browser **[Back]** button to find the error(s) and proceed with the event

STEP 14 The **Notice of Electronic Filing** is produced and displayed.

— To print a copy of this receipt click the browser **[Print]** icon.
— To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame A**s.
— Description of **Notice of Electronic Filing** contains a hyperlink to docket sheet, Date and time stamp information Case Title, Case number hyperlink to docket sheet (if one exists)
— Docket text
  - Annotated text in italics
  - Text produced from docket event
  - Attachment type, description and attachment number which is a hyperlink (if one exists) to the PDF file of the attached document.
— **Notice will be electronically mailed to:** Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.
— **Notice will not be electronically mailed to:** Name and address of other parties on the case who have not furnished their e-mail address with the court.

DEBTOR'S STATEMENT OF INTENT

This module will demonstrate the steps to take to file the Debtor's Statement of Intent in the CM/ECF system.

Debtor's Statement of Intent is required to be docketed as separate events

STEP 1 Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

STEP 2 The **Bankruptcy Events** screen displays.

— Click on the **Miscellaneous** hyperlink **(See Figure 1)**

Figure 1

STEP 3 The **Case Number** screen displays **(See Figure 2)**

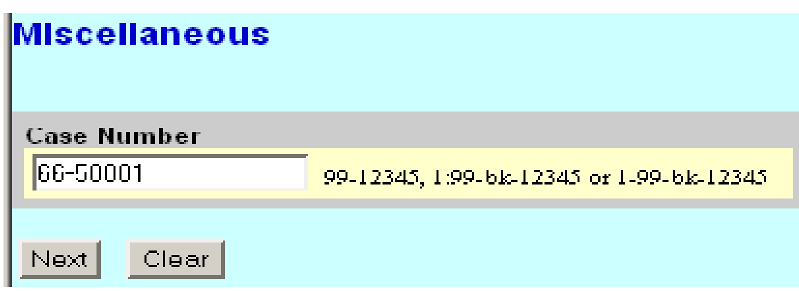


Figure 2

— Enter the correct case number, including the hyphen.
— Click **[Next]** to continue

STEP 4 The **Document Type Selection** screen displays**. (See Figure 3)**

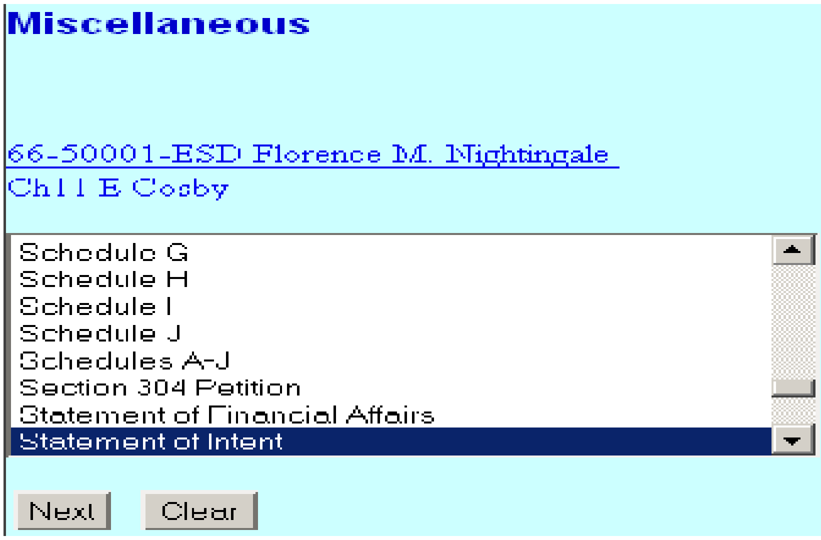


Figure 3

- Click on the down arrow in the **Document Type** drop down list. or Type the letter c and select Certificate of Service
- Click **[Next**] to continue

STEP 5 The **Select Party** screen displays. **(See Figure 4)**

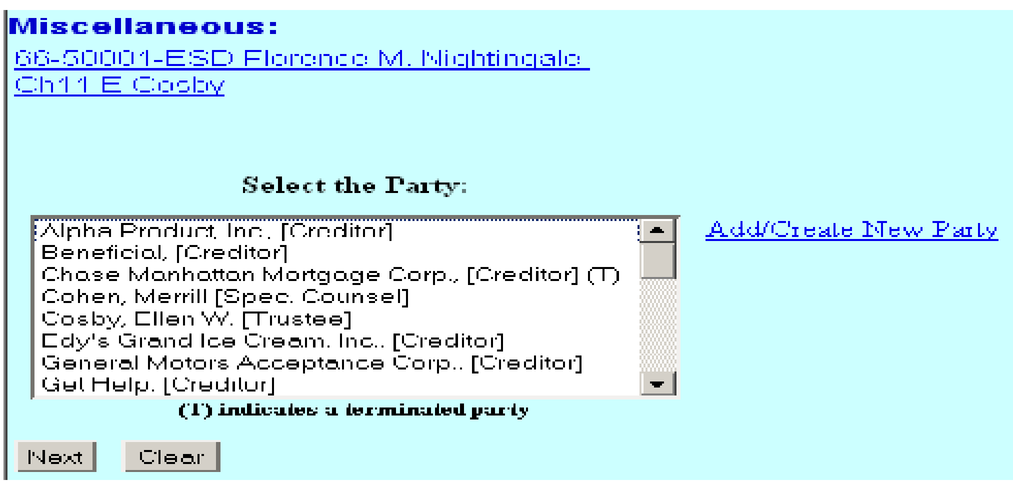


Figure 4

- Select the party from the list. **(Select your Client)**
- Click [Next] to continue.

STEP 6 The **PDF Document Selection** screen displays.**(See Figure 5)**

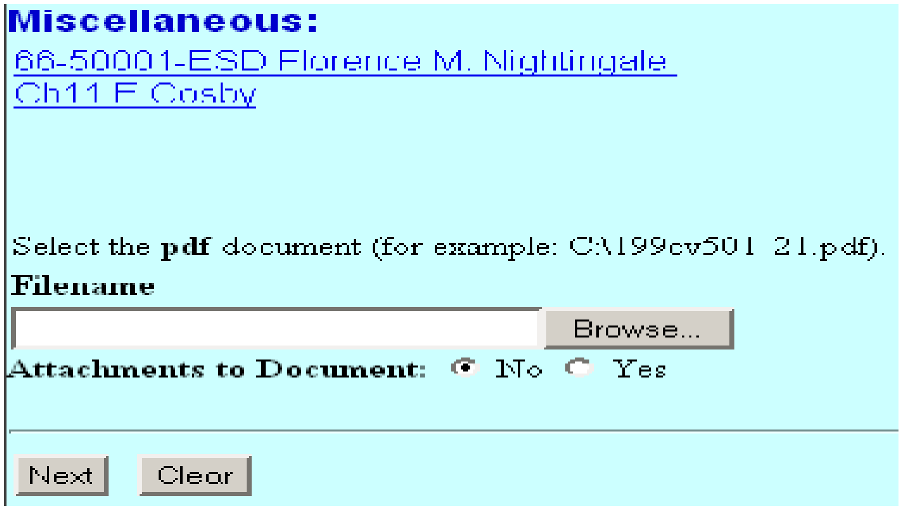


Figure 5

- Click **[Browse**], then navigate to the directory where the PDF file is located.
- Double-click the PDF file to select.
- Click **[Next]** to continue.

STEP 7 The **Modify Docket Text** screen displays. **(See Figure 6)**

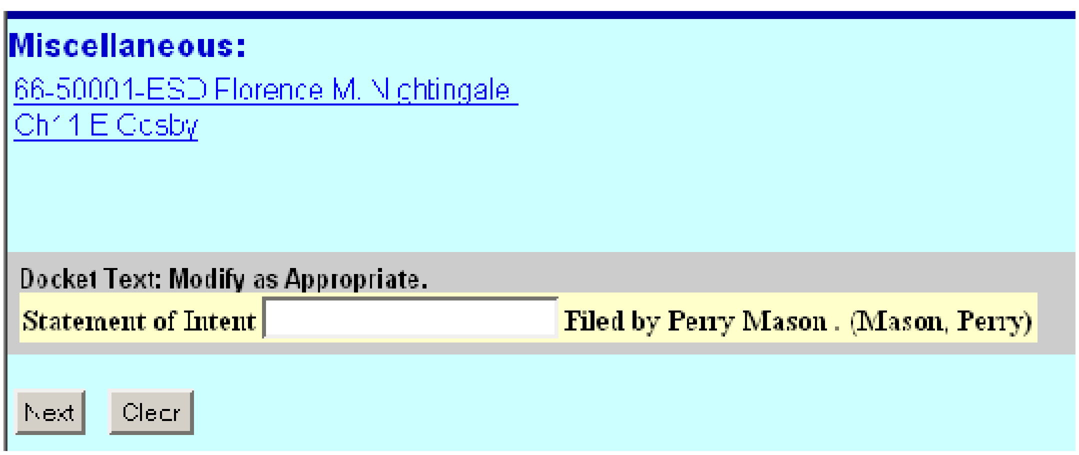


Figure 6

- Verify Information for accuracy.
- Click **[Next]** to continue.

STEP 8 The **Final Approval** screen displays. **(See Figure 7)**

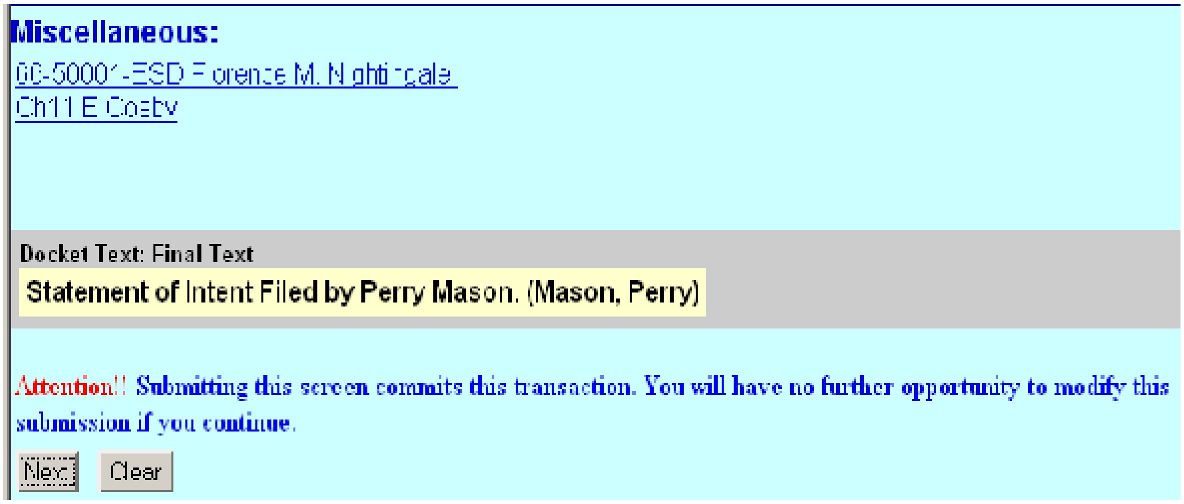


Figure 7

- Verify the Final Docket Text. <u>Read the warning message.</u>
- If the Final Docket Text is <u>correct</u>:
- Click **[Next]** to continue and officially submit the document.
- If the Final Docket Text is <u>incorrect</u>:
- Click the browser **[Back]** button to find the error(s) and proceed with the event.
- To abort the event and begin again, return to **Step 1**.

STEP 9 The **Notice of Electronic Filing** screen displays.

- The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies the that document is now an official court document.
- To print a copy of this notice click the browser **[Print]** icon.
- To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- You may also save the notice through the browser **File/Save** option.
- A supplemental text box window displays. Type the name of the document if necessary.
- Verify the accuracy of the Final Docket Text.
  If the Final Docket Text is <u>correct</u>:
- Click **[Next]** to continue and officially submit the document.
- If the Final Docket Text is <u>incorrect</u>:
- Click the browser **[Back]** button to find the error(s) and proceed with the event.
- To abort the event and begin again, return to **Step 1**.

CM/ECF GLOSSARY

Adobe Acrobat

Application used almost universally to create and view ”PDF” documents. "Adobe" created the "PDF' format.

Attachment

An additional supporting document filed electronically with a pleading.

Automatic E-mail Notification

A CM/ECF feature that permits any user to receive notification of the filing of a case or document via e-mail. Users can choose to receive separate notifications throughout the day or an end-of-day summary.

Browse

A Windows operation of navigating through directories via a mouse to select a specific file.

Browser

A browser is a software program which provides a user-friendly interface allowing er to access information and services available on the Internet. The browser programs interpret Hypertext Markup Language (HTML) documents delivered from WEB servers. Netscape Navigator and Internet Explorer are the two most popular WEB browsers. Only Netscape Navigator is guaranteed to work with CM/ECF.

Category

In CM/ECF, a category is a classification of similar document types. Category selections appear as hypertext links under the Bankruptcy and Adversary menu selections.

CBT

A CBT (computer-based training) is an on-line learning application accessed over local area network (LAN) or from a CD. When a CBT is accessed over the Web, it is referred to as web-based training or a WB.

Check Box

A control object a user can click to include choices from a list. Check boxes are designed so that you can chose one or more items from a list.

CM/ECF

Case Management/Electronic Case Filing is the Administrative Office's application that will revolutionize the way we do business, completely replacing BANCAP and NIBS with "next generation" case management capabilities. With CM/ECF attorneys can file cases and documents electronically via the Internet.

Default

A Default is a common suggested value displayed by CM/ECF on a screen. Like BANCAP, many fields in CM/ECF have common values suggested. If correct, you may accept them; if incorrect, you type over them.

Document Type

In CM/ECF, Document Type describes a specific filing or event with similar characteristics within a case which behaves uniquely from other document types.

Drop Down Box

A window listing selections of data alphabetically in a text box. They are used throughout CM/ECF for making selections. When you see the selection you want to make, click to highlight it. To make multiple selections, hold your control key down when making the second (third, etc.) selection.

Hypertext (HTML) Link

A hypertext link is a URL imbedded in an html (hypertext markup language) document most often underlined. It permits the user to move from one area (or topic) to another in a Web based program.

MR

An MR, or software modification request, is the formal method used in the courts by users to ask for changes in the program. Changes can be either enhancements or the discovery of a functional program error.

Notice of Bankruptcy Case Filing

A CM/ECF document that is generated at case opening with all the substantive information of the case. The Entry Date appears on the local court seal displayed on this formal notice. When the petition is submitted by an attorney both the date and the time of filing appear. This official document can be used to enforce collection and foreclosure activities of creditors.

Notice of Electronic Filing

An electronic document produced by CM/ECF which certifies filing of all documents and claims with the U.S. Bankruptcy Court. All parties requesting electronic notification can be sent this certification via electronic mail.

PDF Document

A "Portable Document Formatted" document is a type of imaged document created by Adobe Acrobat. To be filed in CM/ECF, all documents must be in"PDF" format with the exception of the creditor list (matrix) which must be uploaded in a text (.txt) format

Radio Button

A round selection button used to choose items from a list. Radio buttons are designed so that you can chose only one item.

URL

URL is short for Universal Resource Locator. URLs are the naming scheme used to find Web pages. A URL is similar to a street address. The URL for the United States Bankruptcy Court for the District of Maryland is www.mdb.uscourt.gov.

CM-ECF ATTORNEY/TRUSTEE DOCUMENT LOCATION LIST

The following list was developed as a resource to help locate documents within ECF. The type of document is listed in alphabetical order.. Motions and Applications are listed alphabetical **M** for motions. Bankruptcy and Adversary documents are interchangeable. Helpful instructions can be found within the category "Events Hyper-Link".

USER(S) Attorney - Trustee -Both Attorney /Trustee

PICK-LIST: Refers to the blank box at beginning of the docket entry.

HINT: Use find and replace locate under "edit" and type in event you are looking for.

Document/Event	Main Menu Hyper-Link	Events Hyper-Link	User(s)
20 Largest Unsecured Creditors	**Bankruptcy**	**Miscellaneous**	**Attorney**
341 Meeting of Creditors Held	**Bankruptcy**	**Trustee/US Trustee-Trustee's 341**	**Trustee**
Addendum to Record on Appeal	**Bankruptcy**	**Appeals**	**Both**
Affidavit	**Bankruptcy**	**Miscellaneous**	**Both**
Affidavit of Default	**Bankruptcy**	**Miscellaneous**	**Both**

Affidavit of Summons Service	**Adversary**	**Complaint/Summons**	**Both**
Amended Answer	**Adversary**	**Answer-Use Amended in drop box to Add Amend to the Answer event**	**Both**
Amended Application	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
Amended Complaint	**Adversary**	**Complaint &Summons**	**Both**
Amended Creditor Matrix	**Bankruptcy**	**Miscellaneous**	**Attorney**
Amended Disclosure Statement	**Bankruptcy**	**Plan**	**Attorney**
Amended Motion	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
Amended Notice of Motion	**Bankruptcy Adversary**	**Notice**	**Both**
Amended Plan (before Confirmation)	**Bankruptcy**	**Plan**	**Attorney**
Amended Schedules	**Bankruptcy**	**Miscellaneous**	**Attorney**
Amended Statement of Financial Affairs	**Bankruptcy**	**Miscellaneous**	**Attorney**
Amended Voluntary Petition	**Bankruptcy**	**Miscellaneous**	**Attorney**
Answer to Complaint	**Adversary**	**Answer-Complaint, 3rd, Cross, Counter**	**Both**

Answer to Counterclaim	Adversary	Answer-Complaint, 3rd, Cross, Counter	Both
Answer to Cross Claim	Adversary	Answer-Complaint, 3rd, Cross, Counter	Both
Answer to Intervenor's Complaint	Adversary	Answer -Complaint, 3rd, Cross, Counter Answer - Complaint, 3rd, Cross, Counter-Select " Intervenor" from Pick-List	Both
Answer to an Involuntary Petition	Bankruptcy	Answer/Response-Other Answer	Both
Appeal (Notice of) (Also see Cross Appeal)	Bankruptcy	Appeals	Both
Affidavit of Summons Service	Adversary	Complaint/Summons	Both
Amended Answer	Adversary	Answer-Use Amended in drop box to Add Amend to the Answer event	Both
Amended Application	Bankruptcy/Adversary	Motion/Application	Both
Amended Complaint	Adversary	Complaint &Summons	Both
Amended Creditor Matrix	Bankruptcy	Miscellaneous	Attorney
Amended Disclosure Statement	Bankruptcy	Plan	Attorney

Amended Motion	Bankruptcy/Adversary	Motion/Application	Both
Amended Notice of Motion	Bankruptcy Adversary	Notice	Both
Amended Plan (before Confirmation)	Bankruptcy	Plan	Attorney
Amended Schedules	Bankruptcy	Miscellaneous	Attorney
Amended Statement of Financial Affairs	Bankruptcy	Miscellaneous	Attorney
Amended Voluntary Petition	Bankruptcy	Miscellaneous	Attorney
Answer to Complaint	Adversary	Answer-Complaint, 3rd, Cross, Counter	Both
Answer to Counterclaim	Adversary	Answer-Complaint, 3rd, Cross, Counter	Both
Answer to Cross Claim	Adversary	Answer-Complaint, 3rd, Cross, Counter	Both
Answer to Intervenor's Complaint	Adversary	Answer -Complaint, 3rd, Cross, Counter Answer - Complaint, 3rd, Cross, Counter-Select " Intervenor" from Pick-List	Both

Answer to an Involuntary Petition	**Bankruptcy**	**Answer/Response-** **Other Answer**	**Both**
Appeal (Notice of) (Also see Cross Appeal)	Bankruptcy	Appeals	Both
Appellant Designation	**Bankruptcy**	**Appeals**	**Both**
Appellee Designation	**Bankruptcy**	**Appeals**	**Both**
Application	**SEE MOTIONS/APPLICATIONS**		
Appointment Rejection	**Bankruptcy**	**Trustee/US Trustee**	**Trustee**
Assignment of Claim	**Bankruptcy**	**Claim Action & Batch Filing**	**Both**
Brief	**Bankruptcy**	**Miscellaneous**	**Both**
Bond	**Bankruptcy**	**Trustee/U S Trustee**	**Trustee**
Certificate of Service	**Bankruptcy**	**Miscellaneous**	**Both**
Certificate RE: BDRP Conference	**Bankruptcy**	**Miscellaneous**	**Both**
Chapter 7 Trustee's Initial Report	**Bankruptcy**	**Trustee/U S Trustee & Trustee 341 Filings**	**Trustee**
Chapter 7 Trustee's Report of No Distribution	**Bankruptcy**	**Trustee/U S Trustee & Trustee 341 Filings**	**Trustee**
Chapter 11 Ballots	**BALLOTS ARE NOT DOCKETED**	**SEE -TALLY OF BALLOTS**	

Final Report & Account Asset - Trustee	**Bankruptcy**	**Trustee/US Trustee**	**Trustee**
Chapter 9, 11, 12 & 13 Plans	**Bankruptcy**	**Plan**	**Attorney**
Chapter 12 Tr. Final Report & Account	**Bankruptcy**	**Trustee/U S Trustee**	**Trustee**
Chapter 13 Tr. Final Report & Account	**Bankruptcy**	**Trustee/U S Trustee**	**Trustee**
Claim Recommendation	**Bankruptcy**	**Trustee/U S Trustee**	**Trustee**
Complaint	**Adversary**	**Opening an AP**	**Both**
Consent	**Bankruptcy**	**Miscellaneous**	**Both**
Counterclaim	**Adversary**	**Complaint & Summons**	**Both**
Creditor' Request for Notice	**Bankruptcy**	**Miscellaneous**	**Both**
Cross Appeal	**Bankruptcy**	**Appeal**	**Both**
Cross Claim	**Adversary**	**Complaint/Summons**	**Both**
Declaration (Also see affidavit)	**Bankruptcy**	**Miscellaneous**	**Both**
Disclosure Statement	**Bankruptcy**	**Plan**	**Both**
Disclosure of Compensation of Debtor Attorney	**Bankruptcy**	**Miscellaneous**	**Attorney**
Discovery Report (See Rule 7026)	**Bankruptcy**	**Miscellaneous**	**Both**

Equity Security Holders	**Bankruptcy**	**Miscellaneous**	**Attorney**
Exhibits	**Bankruptcy**	**Miscellaneous**	**Both**
Final Report & Account /Asset	**Bankruptcy**	**Trustee/US Trustee**	**Trustee**
First Meeting Held (341)	**Bankruptcy**	**Trustee/US Trustee & Trustee's 341 Filing**	**Trustee**
First Mtg Held & No Asset Report	**Bankruptcy**	**Trustee/US Trustee & Trustee's 341 Filing**	**Trustee**
First Meeting Rescheduled /Continued	**Bankruptcy**	**Trustee/US Trustee & Trustee's 341 Filing**	**Trustee**
Interim Agreement for Cash Collateral	**Bankruptcy**	**Miscellaneous**	**Attorney**
Interrogatories	**Bankruptcy**	**Miscellaneous**	**Both**
Intervenor's Answer	**Adversary**	**Answer-Complaint, 3rd, Cross, Counter & Select "Intervenor" from pick list**	**both**
Intervenor's Complaint	**Adversary**	**Complaint/Summons**	**Both**
Intervenor's Summons Service (Executed and Unexecuted)	**Adversary**	**Complaint/Summons & Select "Intervenor" from pick list**	**Both**
Involuntary Petition Answer	**Bankruptcy**	**Answer (Other Answer)**	**Attorney**

Involuntary Petition (add Party)	**Bankruptcy**	**Miscellaneous**	**Attorney**
Involuntary Petition	**Bankruptcy**	**See Open Bk Case**	**Attorney**
Involuntary Summons- (Executed and Unexecuted)	**Bankruptcy**	**Miscellaneous**	**Attorney**
Joint Amended Chapter 13 Plan	**Bankruptcy**	**Plan**	**Attorney**
Jury Demand (Under Construction)			
Line	**Bankruptcy**	**Miscellaneous**	**Both**
Matrix	**Bankruptcy**	**Creditor Upload**	**Attorney**
Meeting of Creditors Held (341)	**Bankruptcy**	**Trustee/US Trustee & Trustee's 341 Filing**	**Trustee**
Modified Plan (after Confirmed)	**Bankruptcy**	**Plan**	**Attorney**
Monthly Report of Operations (See Operating Report)	**Bankruptcy**	**Miscellaneous (See Operating Report)**	**Both**
Motions/Applications (listed below alphabetically)			
-- Abandon	**Bankruptcy /Adversary**	**Motion/Application**	**Both**
-- Accounting	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Adequate Protection	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Administrative Expenses	**Bankruptcy/Adversary**	**Motion/Application**	**Both**

-- Allow Claim	**Bankruptcy/y**	**Motion/Application**	**Both**
-- Allow Payment Arreages	**Bankruptcy**	**Motion/Application**	**Both**
-- Amend Motion	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Amended Application	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Amended Motion	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Appear Pro Hac Vice	**Bankruptcy /Adversary**	**Motion/Application**	**Both**
-- Appointment of Creditors Committee	**Bankruptcy**	**Motion/Application**	**Both**
-- Appoint Trustee	**Bankruptcy**	**Motion/Application**	**Both**
-- Assume/Reject	**Bankruptcy**	**Motion/Application**	**Both**
-- Avoid Lien	**Bankruptcy**	**Motion/Application**	**Both**
-- Borrow	**Bankruptcy**	**Motion/Application**	**Both**
-- Change Venue	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Compel	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Compensation	**Bankruptcy**	**Motion/Application**	**Both**
-- Compromise Controversy	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Consolidate	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Consolidate Hearing for Trial	**Bankruptcy /Adversary**	**Motion/Application**	**Both**

-- Contempt	Bankruptcy/Adversary	Motion/Application	Both
-- Continue Hearing	Bankruptcy /Adversary	Motion/Application	Both
-- Continue 341 Meeting of Creditors		Contact Case Trustee	
-- Convert 7 to 11	Bankruptcy	Motion/Application	Both
-- Convert 13 to 11	Bankruptcy	Motion/Application	Both
-- Convert to 7	Bankruptcy	Motion/Application	Both
-- Convert to 12	Bankruptcy	Motion/Application	Both
-- Convert to 13	Bankruptcy	Motion/Application	Both
-- Deconsolidate Case Association	Bankruptcy	Motion/Application	Both
-- Default Judgment	Adversary	Motion/Application	Both
-- Defer Fee	Bankruptcy	Motion/Application	Both
-- Deposit Funds into the Court Registry	Bankruptcy	Motion/Application	Both
--Deposit Un-Claim Funds	Bankruptcy	Motion/Application	Both
-- Disallow Claims	Bankruptcy	Motion/Application	Both
-- Dismiss Case	Bankruptcy	Motion/Application & Trustee/US Trustee	Both
-- Dismiss Document	Bankruptcy/Adversary	Motion/Application	Both

-- Dismiss Party	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Determine Tax Liability	**Bankruptcy**	**Motion/Application**	**Both**
-- Examination	**Bankruptcy**	**Motion/Application**	**Both**
-- Expedite Hearing	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Extend Exclusivity Period	**Bankruptcy**	**Motion/Application**	**Both**
-- Extend Plan Payments	**Bankruptcy**	**Motion/Application**	**Both**
-- Extend Time	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Extend Time to Objection to Discharge	**Bankruptcy**	**Motion/Application**	**Both**
-- Dismiss Adversary Proceeding	**Adversary**	**Motion/Application**	**Both**
-- Final Decree	**Bankruptcy**	**Motion/Application**	**Attorney**
-- Fix Claims Bar Date	**Bankruptcy**	**Motion/Application**	**Both**
-- Generic Application	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Generic Motion	**Bankruptcy /Adversary**	**Motion/Application**	**Both**
-- Hardship Discharge	**Bankruptcy**	**Motion/Application**	**Both**
-- Intervene	**Adversary**	**Motion/Application**	**Both**
-- Joint Administration	**Bankruptcy**	**Motion/Application**	**Both**
-- Leave to Appeal	**Bankruptcy**	**Motion/Application**	**Both**

-- Limit Notice	**Bankruptcy**	**Motion/Application**	**Both**
-- Limited Admissions	**Bankruptcy**	**Motion/Application**	**Both**
-- Miscellaneous Relief	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Modify Plan	**Bankruptcy**	**Motion/Application**	**Both**
-- Moratorium	**Bankruptcy /Adversary**	**Motion/Application**	**Both**
-- More Definite Statement	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Pay	**Bankruptcy**	**Motion/Application**	**Both**
-- Pay Filing Fees in Installments	**Bankruptcy**	**Motion/Application**	**Both**
-- Pay Pre-Petition Wages	**Bankruptcy**	**Motion/Application**	**Both**
-- Preliminary Injunction	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Prohibit use of Cash Collateral	**Bankruptcy**	**Motion/Application**	**Attorney**
-- Protective Order	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Quash	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Reaffirmation	**Bankruptcy**	**Motion/Application**	**Both**
-- Reclassify Claims	**Bankruptcy**	**Motion/Application**	**Both**
-- Reconsider	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Recusal	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Redeem	**Bankruptcy**	**Motion/Application**	**Attorney**

-- Reinstate Case	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Relief From Stay	**Bankruptcy**	**Motion/Application**	**Attorney**
-- Relief From Stay (Co-Debtor)	**Bankruptcy**	**Motion/Application**	**Attorney**
-- Remand	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Remove Debtor in Possession	**Bankruptcy**	**Motion/Application**	**Both**
-- Reopen Case (11,12 & 7/13)	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Requesting for Mediation	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Sanctions	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Sell	**Bankruptcy**	**Motion/Application**	**Both**
-- Sell Free & Clear of Liens	**Bankruptcy**	**Motion/Application**	**Both**
-- Set Hearing	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Set Last Day to File Proof of Claim	**Bankruptcy**	**Motion/Application**	**Both**
-- Sever Case	**Bankruptcy**	**Motion/Application**	**Both**
-- Stay	**Adversary**	**Motion/Application**	**Both**
-- Shorten Time	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Stay Order	**Bankruptcy/Adversary**	**Motion/Application**	**Both**

-- Stay Pending Appeal	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Substitute Attorney	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Summary Judgment	**Adversary**	**Motion/Application**	**Both**
-- Temporary Restraining Order	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- To Amend	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Transfer Adversary (Intra District)	**Adversary**	**Motion/Application**	**Both**
-- Transfer Adversary	**Adversary**	**Motion/Application**	**Both**
-- Transfer Case	**Bankruptcy**	**Motion/Application**	**Both**
-- Transfer Case (Intra District)	**Bankruptcy /Adversary**	**Motion/Application**	**Both**
-- Use Cash Collateral	**Bankruptcy**	**Motion/Application**	**Attorney**
-- Vacate	**Bankruptcy**	**Motion/Application**	**Both**
-- Vacate Discharge	**Bankruptcy**	**Motion/Application**	**Both**
-- Waive Appearance	**Bankruptcy**	**Motion/Application**	**Both**
-- Waive Pay Order	**Bankruptcy**	**Motion/Application**	**Both**
-- Withdraw as Attorney	**Bankruptcy/Adversary**	**Motion/Application**	**Both**
-- Withdrawal of Reference	**Bankruptcy /Adversary**	**Motion/Application**	**Both**

-- Writ of Habeas Corpus	**Bankruptcy /Adversary**	**Motion/Application**	**Both**
No Asset Report	**Bankruptcy**	**Trustee/US Trustee & Trustee's & 341 filing**	**Trustee**
No Objection to Confirmation	**Bankruptcy**	**Batch & Notice**	**Trustee**
Notice (Attorney/Trustee Use)	**Bankruptcy**	**Notice**	**Both**
Notice of Abandonment	**Bankruptcy**	**Trustee/US Trustee**	**Trustee**
Notice of Appearance & Request for Notice	**Bankruptcy**	**Miscellaneous**	**Both**
Notice of Appeal	**Bankruptcy**	**Appeal**	**Both**
Notice of Application	**Bankruptcy/Adversary**	**Notice**	**Both**
Notice of Appointing Creditors Committee	**Bankruptcy**	**Trustee/US Trustee**	**US Trustee**
Notice of Appointing Trustee	**Bankruptcy**	**Trustee/US Trustee**	**US Trustee**
Notice of Asset	**Bankruptcy**	**Trustee/US Trustee**	**Trustee**
Notice of Assignment of Claim	**Bankruptcy**	**Claim Action**	**Both**
Notice of Change of Address	**Bankruptcy**	**Notice**	**Both**
Notice of Continuance of Meeting of Creditors	**Bankruptcy**	**Trustee/US Trustee**	**Trustee**
Notice of Intent to Sell	**Bankruptcy**	**Notice**	**Trustee**

Notice Merry-go-round	**Bankruptcy/Adversary**	**Batch Filing**	**Both**
Notice of Motion	**Bankruptcy/Adversary**	**Notice**	**Both**
Notice of Service	**Bankruptcy**	**Notice**	**Both**
Notice of Settlement	**Bankruptcy/Adversary**	**Notice**	**Both**
Notice of Stipulated of Dismissal in an Adversary Proceeding	**Adversary**	**Notice**	**Attorney**
Notice of Voluntary Conversion (13 Only) to a Chapter 7	**Bankruptcy**	**Notice**	**Attorney**
Notice of Voluntary Dismissal	**Adversary**	**Notice**	**Attorney**
Objection	**Bankruptcy/Adversary**	**Answer/Response**	**Both**
Objection to Claim	**Bankruptcy**	**Claims Actions**	**Both**
Objection to Confirmation of Plan	**Bankruptcy**	**Batch Filing, Plan Trustee/US Trustee**	**Both**
Objection to Debtors Claim of Exemptions	**Bankruptcy**	**Miscellaneous**	**Both**
Objection to Transfer of Claim	**Bankruptcy**	**Claims Actions**	
Operating Report (Monthly)	**Bankruptcy**	**Miscellaneous**	**Attorney**
Pre-Trial Memoranda	**Bankruptcy**	**Miscellaneous**	**Both**
Proof of Claim	**Bankruptcy**	**File A Claim**	**Both**

Proposed Order	**Bankruptcy**	**Miscellaneous**	**Both**
Reaffirmation Agreement	**Bankruptcy**	**Miscellaneous**	**Attorney**
Report of BDRP	**Bankruptcy**	**Miscellaneous**	**Both**
Report of Sale	**Bankruptcy**	**Trustee/US Trustee**	**Trustee**
Request	**Bankruptcy**	**Miscellaneous**	**Both**
Request for Hearing	**Bankruptcy**	**Miscellaneous**	**Both**
Request for Telephonic Hearing	**Bankruptcy**	**Miscellaneous**	**Both**
Request for Transcript	**Contact Court Personal**		
Request to Defer Payment	**Bankruptcy**	**Trustee/US Trustee**	**Trustee**
Response	**Bankruptcy/Adversary**	**Answers/Response**	**Both**
Response to Show Cause Order	**Bankruptcy**	**Miscellaneous**	**Both**
Rule 7026/Discovery Report	**Bankruptcy**	**Miscellaneous**	**Both**
Satisfaction of Judgment	**Bankruptcy**	**Miscellaneous**	**Both**
Schedules (A, B, C, etc & A-J)	**Bankruptcy**	**Miscellaneous**	**Attorney**
Section 304 Petition	**SEE MISCELLANEOUS PETITION CASE OPENING**		
Statement of Financial Affairs	**Bankruptcy**	**Miscellaneous**	**Attorney**
Statement of Intent	**Bankruptcy**	**Miscellaneous**	**Attorney**

Statement of Issues on Appeal	**Bankruptcy**	**Appeal**	**Both**
Stipulation	**Bankruptcy**	**Miscellaneous**	**Both**
Summary of Schedules	**Bankruptcy**	**Miscellaneous**	**Attorney**
Summons Service Executed	**SEE AFFIDAVIT OF SUMMONS**	**SERVICE**	
Summons Service Unexecuted	**Adversary**	**Complaint/Summons**	**Both**
Tally of Ballots	**Bankruptcy**	**Miscellaneous**	**Attorney**
Third-Party Complaint	**Adversary**	**Complaint/Summons**	**Both**
Trustee's Final Rpt/Acct-Asset	**Bankruptcy**	**Trustee/US Trustee**	**Trustee**
Trustee's No Asset Report	**Bankruptcy**	**Trustee/US Trustee**	**Trustee**
Trustee's No Asset Report & 341 Held	**Bankruptcy**	**Trustee/US Trustee**	**Trustee**
Trustee's Notice of Assets	**Bankruptcy**	**Trustee/US Trustee**	**Trustee**
Trustee's Rejection of Appointment	**Bankruptcy**	**Trustee/US Trustee**	**Trustee**
Trustee's Report of Sale	**Bankruptcy**	**Trustee/US Trustee**	**Trustee**
Trustee's Zero Balance Report	**Bankruptcy**	**Trustee/US Trustee**	**Trustee**
Uploading A Creditor's Matrix	**Bankruptcy**	**Creditor Maintenance**	**Attorney**

Voluntary Petitions	**See Open BK**		
Withdrawal of Claim	**Bankruptcy**	**Claim Action**	**Attorney**